

DIAN INDRIYANI

Shipping & Logistics

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PROFESSIONAL SUMMARY

I am an enthusiastic and results driven professional with a strong background in Purchasing, Administrative E-Commerce & Logistics, and Sales & Marketing. My passion for delivering exceptional service and optimizing processes aligns perfectly with your team's goals. I am eager to contribute my skills and experience to drive success and innovation within your organization, and I am excited about the opportunity to collaborate with a dynamic team that shares my commitment to excellence

PROFESSIONAL EXPERIENCE

Sales & Marketing Staff – PT Silkargo Indonesia (Samudera Indonesia Group)

Surabaya, Indonesia | 01/2025 – Present

- Promote logistics and freight forwarding services to existing and potential clients.
- Build and maintain customer relationships through regular communication and follow-up.
- Prepare quotations, pricing strategies, and commercial proposals.
- Coordinate with operations and customer service teams to ensure smooth service execution.
- Actively prospect new business opportunities and contribute to expanding the customer base.
- Provide market insights and competitor analysis to support management decisions.

Sales & Marketing Staff – PT Global Lintasindo Logistik

Jakarta, Indonesia | 07/2022 – 12/2024

- Promoted logistics services via sea, land, and air freight.
- Assisted customers with export import & domestics processes and documentation requirements.
- Prepare quotations, pricing strategies, and commercial proposals.
- Communicated with shipping lines and third-party vendors for rate negotiation and booking confirmation.
- Maintained strong client relationships and provided after-sales support.
- Ensured smooth shipment execution by coordinating schedules, routing, and operational follow-ups.

Administration E - Commerce & Logistics – PT Gallery Patung Ksatria

Jakarta, Indonesia | 04/2020 – 06/2022

- Responded to customer inquiries and feedback via online platforms.
- Handled order processing and updates on e-commerce systems.
- Managed logistics tasks including packing, shipping, and tracking.
- Maintained inventory records and ensured timely deliveries.
- Collaborated with warehouse teams to streamline packing workflow, minimizing packing errors.

- Coordinated logistics, ensuring 98% on-time delivery rates.

F&B Purchasing – PT Multi Sarana

Jakarta, Indonesia | 08/2019 – 03/2020

- Purchase food & beverage items for daily operational needs.
- Receive and inspect goods to ensure quality and accuracy.
- Monitor stock availability and maintain reorder levels.
- Coordinate with suppliers on pricing, delivery schedules, and material requirements.
- Improved purchasing lead time and reduced product discrepancies through accurate order validation.
- Developed strong supplier relationships, ensuring timely deliveries.

EDUCATION

Bachelor's Degree – Human Resource Management

Institut Bisnis & Multimedia ASMI, Indonesia

Graduated with Honors, achieving a GPA of 3.34/4.0

SKILLS

- Communication
 - Logistics & Shipping Coordination
 - English
 - Negotiation
 - Microsoft Office
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