



NURUL HIDAYATULLAH

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SUMMARY

Highly skilled and experienced professional with a Bachelor's degree in Port Management and Maritime Logistics from Universitas Negeri Jakarta. With a solid background in export-import operations, logistics, and procurement, has developed a strong foundation in managing daily logistics operations, coordinating with international partners, and ensuring compliance with trade regulations. Their experience spans roles as an Export-Import Specialist, Operations Staff, and currently as a Purchasing Officer. Adept at optimizing supply chain processes, analyzing shipping routes for cost efficiency, and maintaining robust supplier relationships. Their strong planning, organizational skills, and ability to manage multiple tasks effectively contribute to ensuring smooth and timely logistics operations, while consistently seeking opportunities for cost savings and process improvements.

EDUCATION

Bachelor of Port Management and Maritime Logistics **2019 - 2023**
Universitas Negeri Jakarta
• GPA 3.56/4.00

WORK EXPERIENCE

Operation Officer Staff **April 2025 - Present**
PT Tata Bandar Samudera (Samudera Indonesia)

- Coordinated end-to-end logistics operations, ensuring timely and efficient cargo handling.
- Monitored and optimized shipment schedules to minimize delays and improve service performance.
- Managed operational documentation and reporting with high accuracy.
- Collaborated cross-functionally to troubleshoot and resolve real-time operational issues.
- Utilized Excel/Google Sheets for data tracking, analysis, and process improvement.
- Maintained compliance with operational standards and safety procedures.

Purchasing Officer **June 2024 - April 2025**
PT Rejoso Manis Indo (Mitr Phol Group)

- Responsible for sourcing and procuring goods and services required by the company, ensuring cost- effectiveness and quality standards.
- Manage supplier relationships, negotiate contracts, and monitor supplier performance to maintain consistent supply and delivery.
- Involves ensuring that all procurement activities comply with company policies and regulations.
- Analyze market trends and supplier performance to identify opportunities for cost savings and process improvements.
- Collaborate with internal departments to align purchasing strategies with overall company objectives and project timelines.

Export-Import Specialist **Feb 2023 - June 2024**
PT Berkah Permata Logistik

- Responsible for sourcing and procuring goods and services required by the company, ensuring cost- effectiveness and quality standards.
- Manage supplier relationships, negotiate contracts, and monitor supplier performance to maintain consistent supply and delivery.
- Involves ensuring that all procurement activities comply with company policies and regulations.
- Analyze market trends and supplier performance to identify opportunities for cost savings and process improvements.
- Collaborate with internal departments to align purchasing strategies with overall company objectives and project timelines.

WORK EXPERIENCE

Operations Staff

June 2022 - Feb 2023

PT. Bina Sinar Amity (BSA Logistics)

- Coordinate with drivers and arrange existing delivery orders.
- Coordinate with depots and select appropriate containers.
- Responsible for distributing and managing travel money for drivers and collecting travel documents from drivers.
- Monitor and track the progress of deliveries, ensuring timely and accurate completion of orders.
- Assist in resolving any operational issues that arise during the delivery process to maintain smooth operations

Operations Intern

Jan 2022 - June 2022

PT. Pelabuhan Indonesia (Regional Bengkulu)

- Make a report on loading and unloading activities.
- Make a report on the readiness of loading and unloading equipment.
- Make a report on the performance of ship loading and unloading services.
- Make a Yard Occupancy Ratio report Carrying out Planning and Control of Vessels.
- Make a Berth Occupancy Ratio report Determination of Ship and Goods Service Request (PPKB).
- Making a Pandu Work Order (SPK Pandu).
- Issuance of a Pandu Work Order (SPK Pandu) Ship movement monitoring.
- Making Ship Mooring Plans and Operation Planning (RPKOP)

Operations Intern

Sept 2021 - Dec 2021

PT. Pelabuhan Indonesia (Regional Tanjung Priok)

- Serving the making of Single Truck Identification Data (STID).
- Planning and Controlling Ship's Berths at Terminal 1 and Terminal 2 of Tanjung Priok Port.
- Supervise the flow of loading and unloading activities at Terminals 1 and 2 of Tanjung Priok Port.
- Helping employees in the Billing Division

ADDITIONAL INFORMATION

- **Technical Skills:** Planning and Organizational Skills, Communication and Coordination, Data Analysis and Reporting, Supplier Relationship Management, and Problem-Solving and Decision-Making
- **Soft Skills:** Microsoft Office Suite (Excel, Word, PowerPoint), SAP, Logistics Management Software, and International Trade Compliance.
- **Languages:** Indonesian – Native and English – Professional Working Proficiency