



# Annisha Salsabila

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A graduated student from the Trisakti Institute of Transportation and Logistics, holding a Bachelor's degree in Marine Transportation Management. Throughout my academic journey, I have developed a strong interest in understanding and exploring various aspects of transportation and logistics, particularly in the logistics sector.

## RELEVANT SKILLS

- Ms Office
- English
- Vendor Management
- Time Management

## EDUCATION HISTORY

### Trisakti Institute of Transportation and Logistics (ITL Trisakti)

Marine Transportation Management

Accomplishments:

- TOEIC Listening & Reading : 715
- GPA : 3.83

(Sept 2020 - Nov 2024)

## TRAINING

### Atrhaya Training Center (Sept 2023)

- Dangerous Goods Awareness
- Basic Safety Awareness

## EXPERIENCE

### Sree Logistics - Student Academy Online Class

Marketing Logistics Intern (Nov 2023 - Jan 2024)

Accomplishments:

- Class Engagement: Attend and actively participate in classes twice a week, consistently completing and submitting reports or assignments after each session.
- Client Communication & Team Collaboration: Collaborate within a team to manage client outreach via email, focusing on relationship building and effective communication.
- Service Promotion for Sree Logistics: Regularly engage clients through email to promote and inform them about the services offered by Sree Logistics.

### Husky CNOOC Madura Limited

Transport Logistics Practical Work

(Dec 2023 - Feb 2024)

Accomplishments:

- Weekly Meeting Coordination: Organized weekly meetings with team to ensure effective communication.
- Prebid Management for Shipping Handling: Worked on prebid processes specifically for shipping handling services to contractors, ensuring accurate and competitive proposals.

## **PT. Shoulder International Logistics**

Marketing Staff (July 2025 - December 2025)

Accomplishment :

- Managed and optimized the company's digital presence across Instagram, LinkedIn, and Facebook.
- Conducted active online prospecting to identify and approach potential customers.
- Participated in industry exhibitions to engage leads and expand business networks.
- Designed Company Profile and marketing collateral to support corporate branding and promotional activities.
- Supported the operations team in capturing content for social media and enhancing promotional visibility.

Customer Services Staff - Support Operation Team (January 2026 - Present)

Accomplishment :

- Managed and resolved customer complaints efficiently with a polite, solution-oriented approach, ensuring high customer satisfaction.
- Performed shipment tracking and monitoring for ongoing deliveries, both prior to departure and after arrival at the destination.
- Provided administrative support for customer service operations, including documentation and data management.
- Coordinated with vendors for vendor selection and procurement processes, including evaluation and performance monitoring (KPI).
- Maintained effective vendor relationship management to support operational efficiency and cost optimization.
- Handled invoicing processes, ensuring accuracy, timeliness, and compliance with internal procedures.
- Supported pre-order operations, including order coordination, follow-up, and operational readiness.
- Conducted HS Code verification for prospective customers to ensure accurate product classification and compliance with customs regulations.
- Sourced and screened job candidates through company job portals and recruitment websites for various divisions and open positions.