

SYAFIRA NOVIANANDA SUSILO

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Naval Architecture graduate with hands-on experience in B2B sales support, tender management, and industrial procurement processes across maritime, shipyard, and power plant sectors. Proven ability to manage high-volume client inquiries, prepare competitive commercial proposals, and support successful bidding outcomes. Strong in client communication, pricing coordination, and cross-functional collaboration. Eager to grow into commercial or business development roles in global industrial and logistics environments.

Work Experiences

PT Karya Energi Indonesia - Surabaya

May 2025 - Present

Marketing & Commercial Staff (Industrial Projects)

PT. Karya Energi Indonesia is a major supplier, agent and distributor of few of leading brands and trading company.

- Managed 25+ weekly client inquiries in the power plant sector, delivering accurate and competitive quotations aligned with technical and commercial requirements.
- Improving bid success rate by 10% within the first five months through improved pricing strategy and documentation accuracy.
- Prepared and compiled 100+ tender documents, including administrative, technical, and commercial sections, ensuring on-time submissions for all bids.
- Coordinated with principals and suppliers to obtain pricing, lead times, and technical specifications for various industrial products
- Built and maintained strong relationships with clients, including PT KPJB Tanjung Jati, PT TJB Power Services, PT PLN Indonesia Power (UP Semarang), and PT Pupuk Indonesia Utiliti.
- Delivered technical and commercial solutions using products from leading global brands such as IMI, Emerson, Howden, Dodge, and Druck.
- Collaborated with procurement, logistics, and finance teams to streamline workflows, reduce lead time by 20%, and ensure on-time project delivery.

PT. Galangan Kapal Madura - Bangkalan

Jan 2023 - Feb 2023

PPIC Intern

PT. Galangan Kapal Madura is a shipyard company engaged in ship maintenance and repair.

- Observed and supported ship repair planning activities within the Production Planning and Inventory Control (PPIC) division.
- Assisted in preparing daily progress reports for multiple ship repair projects, including replating, welding, sandblasting, and propeller repair.
- Gained exposure to ship repair workflows, production scheduling, and material handling processes in a shipyard environment.

Kantor Kesyahbandaran Utama Tanjung Perak - Surabaya

Jul 2023 - Aug 2023

Intern Staff

Kantor Kesyahbandaran Utama Tanjung Perak is a government office that carrying out supervision and law enforcement in the field of shipping safety and security, also controlling and supervising port activities.

- Participated in and observed ship surveys for issuance of the National Certificate of Prevention of Pollution from Vessel (SNPP), ensuring compliance with national maritime regulations.
- Assisted in documentation and observation of Document of Compliance (DOC) and Safety Management Certificate (SMC) surveys, gaining exposure to ISM Code implementation.
- Supported administrative and technical documentation related to ship safety and port operations.

Education Level

Institut Teknologi Sepuluh Nopember - Surabaya

Aug 2020 - Jul 2024

Bachelor of Naval Architecture and Shipbuilding Engineering, 3.58/4.00

- Honors: Cum Laude
- Thesis: Design Optimization of Double Bottom Configuration for Tanker with Length 150 m or more
- Relevant Coursework: Ship Production Planning, Ship Design and Constructions, Statutory Regulation, and Ship Survey and Inspection
- Actively participated in more than 5+ campus events, such as webinars and skills training
- Bachelor Project (2023): Block Division, Material Handling, Work Hour, Scheduling, and Launching of General Cargo 9900 DWT

Organisational Experience

Himpunan Mahasiswa Teknik Perkapalan - Surabaya

Jan 2023 - Dec 2023

Head of Secretary

- Streamlined administrative processes across 10+ departments, reducing document delays and improving task completion rate by 87%
- Developed and implemented standard operating procedures (SOP) for administration across 10+ departments to improve efficiency
- Collected, organized, and maintained over 100 administrative documents to ensure accuracy, accessibility, and compliance with internal standards.
- Coordinated communication between departments to streamline document flow and enhance collaboration within the organization.

Himpunan Mahasiswa Teknik Perkapalan - Surabaya

Jan 2022 - Dec 2022

Staff of Secretarial Bureau

- Supported the Head of Secretary in monitoring and ensuring administrative performance standards, contributing to a 90% task completion accuracy
- Assisted the Head of Secretary in collecting and organizing over 50+ organizational documents, ensuring accurate and accessible record management

Forum Komunal Mahasiswa Sumenep ITS - Surabaya

Aug 2021 - Aug 2022

Head of Secretary

- Implemented a good administration system and able to organize departments' documents efficiently and resulted in success rate up to 90%
- Managed organization's administrative document from 3+ departments to ensure the organization perform optimally
- Developed organization's administration standard operational procedure and collaborate across 3+ departments to support administrative work in each departments

Language, Skills, and Software

- **Language:** Bahasa Indonesia (Native), English (Advanced Level)
- **Skills :** Engineering Documentation Support, Ship Repair & Production Observation, Statutory Regulation Exposure, Technical Specification Review, Engineering Data & Drawing Support
- **Software:** AutoCAD, MAXSURF, Microsoft Excel (Intermediate), Microsoft Word & PowerPoint