

EGI SEPTIANY SUNARYO

EXPORT-IMPORT SPECIALIST

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International Trade student at Politeknik APP Jakarta, specializing in the ASEAN and China markets. Knowing about export-import procedures and International trade documentation, including Invoice, Packing List, Bill of Lading. Proven leadership skills with a strong communication to accuracy and detail. Eager to contribute technical skills and a collaborative mindset to a professional global trade environment.

HARD SKILLS

- Microsoft Office (Word, Excel, PPT)
- EXIM Document (Sales Order, Invoice, Packing list, Bill of lading, PIB,PEB,etc)
- English (Intermediate level)

SOFT SKILLS

- Negotiating
- Team-work
- Leadership
- Responsibility
- Professional Communication
- Adaptability

WORK EXPERIENCE

- 1. Production Administration Intern (3 Months) at PT Niro Ceramic Nasional ID** **Nov 2025 - Feb 2026**
 - Supported daily administrative activities within the TPM Department by managing production-related documents, reports, and internal records to ensure data accuracy internal team.
 - Assisted in preparing, organizing, and updating administration documents, contributing to smooth coordination between productions team and administrative functions.
- 2. Billing and Document Settlement Intern (3 Months) at PT Yusen Logistics ID** **Mar 2026 - June 2026**
 - Handled import billing administration, including shipment data entry, invoice processing, and document verification for international cargo shipments.
 - Verified import documents such as PIB, SPPB, Bill of Lading, and supporting documents to ensure accuracy and compliance with import procedures.
 - Coordinated with internal divisions including operations, manifest, and customer service to support smooth import clearance and shipment processes.
 - Maintained organized billing and settlement records to support efficient documentation and administrative operations in freight forwarding activities.

EDUCATION

Politeknik APP Jakarta **2023-2026 (Expected)**

- D3-International Trade in ASEAN & China

International Trade student at Politeknik APP Jakarta with knowledge in import-export administration, freight forwarding, logistics, and international shipment documentation. Experienced in handling trade-related administrative tasks through academic projects and internship activities, with strong analytical, communication, and teamwork skills in supporting international business operations.

ORGANIZATIONAL EXPERIENCE

MPM Politeknik APP Jakarta **Feb 2025-Dec 2025**

- Chairperson of Committe III (Student Relations & Public Communication)

Manage Social Media MPM Politeknik APP Jakarta especially Instagram. Facilitated and channeled student aspirations collected via (BEM) to the (MPM). Supervised and evaluated the execution of work programs across various student organizations, including BEM,HIMA Prodi), and (UKM).

ADDITIONAL INFORMATION

Publication : "Efektivitas Simulasi Monsoonsim terhadapPemahaman PerdaganganInternasional Pada Mahasiswa" <https://doi.org/10.55606/cemerlang.v5i1.3455>