To: HR Department

Dear Sir/Madam,

On this good opportunity, I am writing to enquire if you have any vacancies in your company. Herewith I enclose my curriculum vitae, which will give details of my qualification.

I am a Information Technology and graduate from STMIK Indonesia on 2009 with GPA 3.13. I have had extensive vacation work experience in office environments, supply chain, logistic sector, transportation and service industries, giving me varied skills and the ability to work with many different types of people. I can work individual or team.

I am a conscientious person who works hard and pays attention to detail. I have excellent references. I hope my qualifications and experience merit your consideration and look forward to your reply.

Yours sincerely

Heri Sunarya

**CURRICULUM VITAE**

Name : Heri Sunarya

Place, Date of birth ` : Tasikmalaya, 17 March 1985

Address : Jl. F2 no.27 rt/rw 07/010  
 Cempaka baru, Jakarta Pusat  
 Jakarta, 11620

Gender : Male

Marital Status : Married

Phone : 08113341703, 081235024383

Email : herisunarya@yahoo.com

**EDUCATION**

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| --- | --- | --- | --- |
| STMIK Indonesia, Jakarta | Information Technology | 3.13 | 2005 - 2009 |

**WORK EXPERIENCE**

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| **JAFRA Cosmetic Indonesia**  October 2012 - Present | **Head of Logistic Department** (Operations Management) | * Responsible for all operational activities, shipping, logistics, warehouse. * The development of the company. * Planning the development of sales and logistics systems. * Manage and monitor imports of goods and customs. * Supply chain management (planner, forecasting) * Management, control and audit Operational and warehouse * SAP Implementation (MM,MRP,PUR, S&D, Query Report) * Conduct intensive monitoring of the expenditure of all operating costs effectively and efficiently * Manage effectively shipping * Meeting with vendor * Controling import |
| **PT Dharma Putra Trans (DPT)**  Mei 2011 – August 2012 | **Manager Operational** | * Engaged in the transportation of Coca Cola. * Responsible for all operational activities of vehicles, delivery and monitoring drivers working time. * Development company * All activity and schedule planning. * Safety management procedures. * Management, control and audit Operational * Manage Recruitment and Training * Conduct intensive monitoring of the expenditure of all operating costs effectively and efficiently * Meet with new vendors for business cooperation |
| **PT Puninar Jaya**  **(Project Puninar Fuller)**  September 2009 – Apr 2011 | **RTSO**  **( Head of Logistic and Transportation)** | * Engaged in the transportation of fuel SHELL Indonesia. * Responsible for all operational activities of vehicles, delivery and monitoring drivers working time. * All activity and schedule planning. * Safety management procedures. * Management of safety driving school * Manage driving school and Safety work. |
| PT Makmur Indah Trasindo (MITI)(Project Indocement)Agust 2004 – September 2009 | **Head Operational** | * Handle all of the company's operations in both the financial and operational activities in the field monitoring. * Always run the existing system to fix all the performance that is being or will be running. * Audit operational dan warehouse * Monitoring shipping and driver * Manage all activity operational and schedule planning |

**CERTIFICATE**

|  |  |  |
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| **Name of Certificate** | **Date** | **Published by / Name of institution** |
| Workshop Power full Selling and Communication Skill with DISC Behavior | November, 6, 2013 | People Enrichment |
| Competency Diagnosis and Development Planning | March, 12, 2014 | DGERT - Direcção-Geral do Emprego e das Relações de Trabalho |
| Certificate of Attendance (CISCP) | October, 10, 2014 | Multimatics |
| Certified International Supply Chain Professional | December, 1, 2014 | PASAS  (Purchasing and Supply Association (Singapore) |

**ADDITIONAL INFORMATION**

* English
* Computer literate with Windows and Linux operating system.( Microsoft Office( Word, excel, Access, Power point ), and Installation software, and hardware.
* Management driver
* Management operational and cost operational
* Logistic Management
* Warehouse Management
* Export Import Management
* Shipping Management
* SAP Implementation
  + ( Module MM, MRP, PUR, S&D)

Miscellaneous:

* IDDC   
  Had attend training Defensive Driving ( For Management training)
* DISC Behavior  
  Training about Powerful Selling, marketing, communication skill, and leadership with DISC Behavior
* SAP develop bussines process
  + Sales & Distribution
  + Material Master
  + Warehouse management system
  + Purchasing