



SINTYA PUJI LESTARI

Contact person

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Sidoarjo, East Java –
Indonesian

Education

- Housekeeping training at the Balai Diklat Industri Surabaya collaboration with BP3MI Jatim
- Prisma Profesional (Associate Degree 2017 – 2019)
Modern office administration
- SMAN 1 Gedangan (Senior high school 2014 – 2017)

Skills

- Housekeeping
- Software proficiency:
Zahir and Sevensoft
- Creating comprehensive warehouse administration and inventory reports
- Negotiate
- Handling returns
- Microsoft office:
Word, Excel, and Powerpoint

Work Experience

CV. Surya Perkasa (Warehouse Administration)

January 2021 – June 2024

- Handling returns
- Creating reports for goods in/out
- Conducting stock taking
- Handling delivery order and purchase order
- Managing goods shipment/delivery

CV. Indo Benua (Sales Administration)

March 2018 – August 2020

- Handling sales orders
- Arranging field team schedules
- Creating sales reports
- Handling customer complaints