



SHAFIRA RAMADHANTI

INDUSTRIAL ENGINEERING

PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally.

CONTACT



Street Pangeran Jayakarta
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Shafira Ramadhanti



@shafiramm

EDUCATION

Sultan Ageng Tirtayasa
University,
Bachelor in industrial
engineering, 2020

SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results
- Using Microsoft Word, Microsoft Visio, Microsoft Excel and Microsoft PPT.

WORK EXPERIENCE

PT Sepakat Kerja Sejahtera, Administration

MAR 2016 - MAY 2016 (INTERNSHIP)

- Create inventory reports every week
- Create a letter requesting goods
- Make an inventory audit every month

PT Barata Indonesia, Safety Officer

JAN 2019 - FEB 2019 (INTERNSHIP)

- Provide workplace safety directions
- Make a work accident data audit

PT Radiant Utama Interinsco Tbk, Document Controller

AUG 2020 - MAR 2021

- Manage all technical documents for assigned projects regarding quality, revision status, timely receipt and distribution
- Utilization of database on document control system allowing for tracking of documents, checking of approval loops, revision identification etc

PT PRIMAPLAST INDONESIA, Exim

JUN 2021 - (PRESENT)

- Create all document of Export Import
- Provide inventory/stock data
- Responsible for all import and export activities