

AULIA CORRY 'AENA

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ABOUT ME

In my recent role, I work as a remote worker. My responsibility is doing in digital jobs for search and identify vendor products, entering data, check & update products, and making reports. Additionally, I always happy to meet my ability to work opportunities in digital sector area.

FORMAL & NON-FORMAL EDUCATION

Singaperbangsa Karawang University | 2015 - 2019

Agrotechnology | IPK 3.50 / 4.00

MySkill | August – October 2024

Basic Microsoft Excel, Pivot Table, Data Visualization

PROFESSIONAL WORK EXPERIENCES

Product Sourcing | GAOTek Inc. | July – September 2024 (Internship – Remote)

- Searched and sorted vendor products based on GAOTek specifications in a several e-commerce (Alibaba, DHL Gate, and Made in China)
- Input vendor products, product ID & other specifications to the product tracker sheet
- Created record of product details and generate reports on key sourcing metric
- Achieved daily target of sorting vendor products from the target of 50 products per week
- Reported and communicate the work result to the internal team

ISO Officer | PT. Chunetsu Indonesia | January 2022 – May 2023

- Organize internal and external document
- Executed regular document update per month that are data collection, recording, checking the validity period, retrieving, and storing in softcopy and hardcopy
- Accept document change requests (SOP/WI/checklist/form)
- Revised the document according to the latest work processes and ask for the director's approval
- Socialized with department leader on how to manage document
- Updated and organized the document for the latest 15 years
- Coordinated with department leader to do an internal audit
- Completed internal and external audit checklist
- Prepared for audit evidence accurately
- Executed system, process, and patrol audit
- Make audit reports and reported the audit findings to the director
- Analyzed problem-solving for audit findings together with related department
- Completed audit improvements and reported to the director and customer
- Prepared documents and Genba for ISO certification audit
- Managed and reported monthly reports/management review to the director

- Monitored and analyzed countermeasures until closed and reported to the director
- Make and plan internal annual projects with director and management representative
- Monitored daily, weekly and monthly checklist per department every morning
- Employee knowledge and compliance controls (SOP/WI) every morning
- Evaluated and review the employee education per month

PPIC Admin | PT. Chunetsu Indonesia | September 2021 – January 2022

- Received order and customer delivery order
- Checking materials based on the customer tag and delivery order and recorded them to the incoming check-sheet that are part name and part number, quantity, box condition, and types of process
- Input data to database system using incoming check-sheet to decide on the FIFO process
- Issued the production report
- Separated of materials based on the type of process
- Checking materials after processed at finish good area and recorded to the outgoing check-sheet that are rust, dented, bent, mixed part, box condition, document of QC inspection reports and test pieces
- Output data to database system using production reports and outgoing check-sheet
- Prepared delivery orders, QC inspection reports, and test pieces for delivery to customers
- Prepared customer delivery schedules for one-shift
- Organized and updated the newest customers' drawing in softcopy and hardcopy
- Organized customer delivery orders and production reports documents for keep in the archive room

ORGANIZATION EXPERIENCE

Secretary | UNIT STUDI ILMIAH | February 2018 – February 2019

- Administered of letters for make, approval, and archive
- Arranged the proposal for student contest
- Scheduled inter-department meeting
- Planned and implemented organization activities in faculty event

SKILL & COMPETENCE

- | | |
|-------------------------|------------------------------------|
| • Microsoft Office | • Document Control |
| • Microsoft Teams | • Internal & External Audit |
| • Google Spreadsheet | • Data Entry |
| • Poloplus, SPSS, Canva | • Sourcing Skill & Market Research |

PUBLICATION

Publication Journal in Title “Maize Media Enhance the Conidia Production of Entomopathogenic Fungi *Lecanicillium lecanii* also Its Effective to Control the Weevil *Cylas formicarius* (Fabricius) (Coleoptera: Brentidae)”, <https://agrivita.ub.ac.id/index.php/agrivita/article/view/3605>