~Curriculum Vitae~

"Never stop learning. Because life never stops teaching"

YUANITA Gondorejo, B.Ec.

PERSONAL INFORMATION

Email : go.yuanita@gmail.com

Current Mobile : 0422-0533-09

Mail Address : 1206/25 Therry St, Zen Apartment, Melbourne.

Place/Date of Birth : Surabaya - Indonesia / 02 June 1986

VISA : Temporary Resident - TR Subclass 485

(4 years until 2022)



I'm a democratic, open-minded, very active person, easy going and hard worker which **be able to work in a tight and high paced environment as well as build a teamwork abilities.** I am an individual who takes great initiative for excellence and willing to learn something new to reach higher level.

EDUCATIONAL BACKGROUND

University : Widya Kartika University, Surabaya-Indonesia.

Major : Sarjana Economic-S.E. (Bachelor of Economy-B.Ec)

GPA : 3,147 out of 4 (August 2004 to Febuary 2008)

WORK EXPERIENCES

KAPASARI Pty., Ltd. (Offset and Packaging Industry), Surabaya-Indonesia. Export Import Manager (November 2009 - August 2016)

- Managing the legal arrangements for export and import goods and legals documents.
- Ensuring that goods are safe and efficiently transported to the right customer at the reliable time
- Make sure the cost-effectiveness measurement are taken into account.
- Manage and responsible towards the best transportation plan (method, routes and any special requirements) in order to handle and transport the goods.
- Ensuring that goods are packaged appropriately following the company's standard and national (or international) rules.
- Building and negotiating the transportation contract, includes; the handling process method in national and international region.
- Prepare and check all necessary legal documents required to ensure that the documents meet the national customs authorities, or any other regulatory body requirements.
- Monitoring the oversees delivery based on customer specifications and ensures that the due date are fulfilled.
- Deals with third parties who involved in the shipment operation as well as makes and collects payments on behalf of the customer.

RESUME YUANITA GONDOREJO

Assistant Manager Audit of ISO 9001:2011. Program on behalf of Management Representative OF KAPASARI Pty., Ltd

- Preparing both internal and external audit.
- Responsible for the inspection/audit of internal as the examination of the system procedures which are applied at least 2 times a year.

PALUNESIA MAKMUR Pty., Ltd. (Wooden Furniture Industry), Surabaya-Indonesia. Export Import Co-Ordinator (March 2008 – November 2009)

- Processing import/export documentation
- Liaising with internal stakeholders for relevant documentation
- Liaising with shipping lines and freight forwarders
- Assisting with Accounts payable/receivable
- Data entry Excel Spreadsheets
- Reception and administration duties
- Manage the shipping bill

PROFESSIONAL COURSES

- 2017 General English Intermediate Class at Fussion Course, Melbourne Australia
- **2016** Training and Seminar of Awareness **Forest Stewardship Council (FSC)** at Surabaya, Indonesia
- **2013** Completed the "**Intermediate 1A & Intermediate 1B**" of a real English Course at the English First (EF), Surabaya, Indonesia.
- **2009** Export Import Seminar and Workshop (Foreign Trading Subject) at Indonesia Importers Association, Surabaya, Indonesia.
- **2007 Long Term Trade and Commodities Workshop** by PT. Mahadana Asta Pty., Ltd
- **2007 Taxation Workshop**, Economy Department-Widya Kartika University.
- **2007 Microsoft Office Workshop**, Economy Department-Widya Kartika University.
- **2006 MYOB Accounting V.13 part 2** Courses and Training, Widya Kartika University.
- **2006 MYOB Accounting V.13 part 1** Courses and Training, Widya Kartika University.

COMPUTER SKILLS

Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, CorelDraw, Adobe Photoshop

REFERENCES

1. Mega Widjaja (CEO of Kapasari Pty., Ltd. - Offset and Packaging Industry)

Jl. Raya Kletek no. 96

Taman - Sidoarjo, Jawa Timur 61257 - Indonesia

Phone: (+62) 31 788 1807

2. Melisa Tandiana (Manager of Palunesia Makmur Pty., Ltd. – Wodden Furniture Industry)

Jl.Margomulyo No.61, Surabaya, Jawa Timur 60183, Indonesia

Phone: (+62) 31 7493032

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