



CURRICULUM VITAE

TRIANA DAMAYANTI

PERSONAL DATA

Date of Birth : 14 May 1977
Place of Birth : Ujung Pandang
Gender : Female
Marital Status : Married (2 children)
Religion : Moslem
Nationality : Indonesian
Home address : Jl. Kober no.32 RT/08 RW 02
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EDUCATION BACKGROUND

2001 : Graduated from University of Indonesia (Faculty of Health Mass
Major in Management Health Service)
1998 : Graduated from Academy of Environmental Health, Departemen
Kesehatan, Jakarta
1995 : Graduated from Senior High School

TRAINING & COURSES

1995 : Intensive English Course
1998 : IKIP Computer Education Centre
1999 : Ardhya Garini Personality Development Centre
2003 : Diklat PPJK (Pengusaha Pengurusan Jasa Kepabeanaan
Departemen Keuangan)

PROFESSIONAL EXPERIENCE

2001 - 2004 : **PT. NEW WAVE WAREHOUSING INDONESIA
(CIBITUNG)**
(Logistics and Warehousing)
Position: **Documentation Staff**

Job Description:

- Prepare Shipping Instruction for pick up cargo at warehouse

- Checking cargo import (receiving cargo) & delivery (outgoing cargo)
- Prepare document for Bonded Zone (BC.2.3)
- Report stock for customer

Type of responsibilities:

- Reporting to Superior and customer

PROFESSIONAL EXPERIENCE

2004 - 2013 : **PT. MASAJI PRAYASA CARGO SAMUDERA CHEMICAL LOGISTICS DIVISION**

(Logistics provider)

Position: Export & Import Supervisor

Job Description:

- Prepare Import /Eksport Document (PIB,PEB)
- Communicated import/eksport documentation through Electronic Data Interchange Import
- Preparing document to Shipping Line or Consolidator in order to pick up Delivery Order for custom clearance
- Order trucking
- Monitoring delivery cargo to end user
- Prepare Report to customer/internal
- Preparing Debit Note for invoice with right level of accuracy (including communicated with customer if there was difference calculation

Type of responsibilities:

- Reporting to Operation Manager and customer

PROFESSIONAL EXPERIENCE

2014 - 2015 : **PT. UENO CONTAINER LOGISTICS**

(Tank Operator)

Position: Operation Supervisor

Job Description:

- Preparing for Export and Import document (Authorised Letter to pick up DO)
- Monitoring export and import shipment.
- Coordinate with Shipping Line for incoming & outgoing cargo (Booking for export, preparing Manifest , checking for arrival and departure).
- Coordinate with Depot & Surveyor (Arrangement for cleaning tank/return tank and allocation tank).
- Monitoring for domestic shipment.
- Maintain relation with trucking vendor.
- Calculating for demurrage.

Type of responsibilities:

- Reporting to Operation Manager and customer

2015 - Present

: **PT. RICHLAND LOGISTICS INDONESIA**

(Tank Agencies & Logistics Provider)

Position: Customer Service Officer

Job Description:

- Booking to Shipping Lines
- Preparation for import-export shipment (Survey arrangement, BL and Outbound/Inbound Manifest)
- Monitoring import -export shipment
- Communicate with agent /principal overseas
- Communicate with local customer.

Type of responsibilities:

- Reporting to principal overseas (Stolt Tank Container Pte Ltd)
- Report to Director.