



# SUSANTO

Pontianak | tosusan13@gmail.com  
+62 858 2032 6726 | linkedin.com/in/santo0800/

## ABOUT ME

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I am a student from the Faculty of Science and Technology, currently 24 years old and based in Pontianak, Indonesia. I can communicate in English both actively and passively. I am committed, responsible, and adaptive to various roles. I previously worked as a production supervisor at a SIR 20 rubber processing company, with hands-on experience in quality control, SOP implementation, forklift operation, administration, and basic graphic design. I am also learning web development including HTML, CSS, and other related technologies.

## EDUCATION

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| <b>Universitas Terbuka</b> , Pontianak<br><i>Bachelor of Computer, System Information</i><br>GPA 3.58 of 4.00 | 2023 – 2027 |
| <b>SMA Kristen Maranatha</b> , Pontianak<br><i>Science</i>  | 2015 – 2018 |

## WORKING EXPERIENCE

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| <b>PT. Era unggul Gemilang</b> , Pontianak<br><i>Staff Warehouse</i> <ul style="list-style-type: none"><li>Inspect and check incoming goods for damage, discrepancies, or defects.</li><li>Prepare goods for storage or shipment, labeling, tagging, and categorizing items.</li><li>Perform physical inventory counts, cycle counts, and stock checks to ensure accuracy of inventory records.</li><li>Pick and pack orders for shipment, selecting items from inventory, assembling orders, and preparing them for dispatch.</li><li>Maintain cleanliness and orderliness of the warehouse.</li><li>Assist in inventory reconciliation and stock adjustments.</li></ul> | August 2024 – Present       |
| <b>UD. Berkat Utama Diesel</b> , Pontianak<br><i>Staff Warehouse</i> <ul style="list-style-type: none"><li>Check the goods before shipping.</li><li>Help in the packing process of goods.</li><li>Help the process of loading goods that are coming and loading items that are going to be shipped.</li><li>Help to move / arrange goods in the warehouse.</li><li>Send goods according to the order received.</li><li>Help stock opname / checking stock of items.</li><li>Create/Design sticker for each product / items.</li></ul>   | January 2024 – June 2024    |
| <b>Generali Galaxy Agency</b> , Pontianak<br><i>Operational Admin</i> <ul style="list-style-type: none"><li>Handle clients / customers claims or data.</li><li>Follow up to the clients / customers.</li><li>Controlling about the administration data.</li><li>Communicate directly to clients / customers and help them to solve any problem that show up.</li></ul>  | August 2023 – December 2023 |

**PT. Sumber Alam**, Pontianak

June 2018 – June 2023

*Supervisor of Production*

- Supervising and make sure the production process running correctly with standard operation procedure and solving any problems at production process.
- Manage the workers to work correctly with standard operation procedure.
- Supervising and make sure the quality of the product created well.
- Make sure quality plan running correctly.
- Supervising and coaching the Quality control workers.
- Record the workers attendance and overtime.
- Write and create daily and monthly production reports.
- Controlling the tools that used by the workers on production area.

## **LANGUAGES AND SKILLS**

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- Bahasa Indonesia (Native), Hakka (Native), English, Malay

## **HARD SKILLS**

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- HTML, CSS
- Forklift Operation
- Quality Control
- Adobe Photoshop, Canva
- Capcut, Kinemaster
- Microsoft Office ( Word, Excel, Powerpoint )
- MySql, Database

## **SOFT SKILLS**

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- Communication
- Adaptability
- Time Management
- Teamwork, Leadership
- Commitment & Responsibility