

# JELISA ZALFA SYAKHISK

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A fresh graduate from Universitas Pendidikan Indonesia majoring in Logistics Engineering. Confident and highly motivated to keep developing through various organization and committee experiences. Experienced as the deputy assistant group leader in a retail company, I participated in the management of the company's administrative documents, how to lead a team, and how to manage and organize the company's retail inventory. I have an interest in a career in supply chain, procurement, logistics, administration, human resources, and marketing.

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## WORK EXPERIENCES

### PT AEON Indonesia – AEON Store Sentul City

Aug – Des 2024

#### *Deputy Assistant Group Leader – Store Operation*

- Managed purchase order documents, road letters, disposal documents, and inter store transfer product documents
- Develop daily, weekly, and monthly reports related to product sales to support decision making in subsequent production activities
- Coordinate with operational teams and suppliers to ensure smooth distribution and production processes as well as managing procurement and inventory
- Managed the department's monthly budget and achieved number 1 highest sales compared to 9 other stores for best-selling products
- Led 19 staff to control and monitor production flow and cleanliness of the production area which succeeded in increasing the quality control score by 40 points
- Evaluated production plan documents based on historical data and reduced product disposal rate by 10%

### Universitas Pendidikan Indonesia

Feb – Jun 2024

#### *Practicum Assistant for Advanced Logistics Practicum Course*

- Designed and developed 9 practicum learning modules with lecturers
- Led and supervised 6 groups of 24 students in doing practical assignments
- Assist the assessment process in the pre-test and post-test of each learning module
- Correcting and assessing student practicum reports

### PT AEON Indonesia – MSIB Batch 4

Feb – Jun 2023

#### *Operation Retail*

- Actively running retail store operations in selling and backroom area
- Successfully reactivated the previously passive "production plan"
- Successfully increased the store sales rate by 9% in the bakery department through the implementation of a project called "product knowledge" media
- Got a final internship score of 94 and an A predicate

### International Model United Nation

Jul – Sept 2021

#### *Campus Ambassador Intern*

- Promoted the paid UN assembly simulation via Instagram and Twitter
- Reached 3 participants who participated in the trial simulation by helping them make payments and directing the trial

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## EDUCATION

### Universitas Pendidikan Indonesia

Sept 2020 – Jul 2024

#### *Bachelor Degree in Engineering, 3.89/4.00*

- Best graduate of the Logistics Engineering Study Program at the Indonesian University of Education Graduation Phase III in 2024

- Achieved the best score in the Basic Mathematics and Basic Physics courses in 2020, in the Probability and Statistics course in 2021, and in the Industrial Statistics and Logistics Planning and Control courses in 2022

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## ORGANIZATION AND LEADERSHIP

### **LDKM (Latihan Dasar Kepemimpinan Mahasiswa) HMTL FPTK UPI**

Dec 2022 – Jan 2023

#### *Steering Committee*

- Have responsibility as an event advisor
- Help direct the event from the beginning to the end of the event
- Monitor more than 40 committee members in carrying out their duties

### **Young Researcher Training UKM LEPPIM UPI 2022**

Oct – Dec 2022

#### *Event Manager and Secretary*

- Planning and responsible for the implementation of the event attended by 89 participants and reached 90% of the event's success indicators
- Led 8 divisions with 25 committee members in planning and preparing the cadreization event
- Responsible for event administration, such as event proposals, event license letters, certificates, and attendance documents.

### **DPM Himpunan Mahasiswa Teknik Logistik FPTK UPI**

Oct 2022 – Jul 2023

#### *Chairman of The Organizational Resources Development Commission*

- Supervise and evaluate the implementation of five work programs from the field of PSDO BEM HMTL FPTK UPI consisting of 22 staff
- Accommodate and follow up student aspirations
- Evaluate and Supervise the performance of HIMA

### **Open Recruitment UKM LEPPIM UPI 2022**

Jul – Sept 2022

#### *Secretariat Division Coordinator*

- Led and organized a fair distribution of tasks between 4 members of the secretarial division and achieve a division success rate of 100%.
- Keeping the archives of event documents properly and neatly so that the archives are easy to find, such as document archives from more than 200 registrants

### **Unit Kegiatan Mahasiswa LEPPIM UPI**

May 2022 – Mar 2023

#### *Staff of Human Resource Development Department*

- Responsible for the development of members and staff at UKM LEPPIM UPI
- Actively participating in the series of cadre committees for LEPPIM UPI UKM members

### **LDKM (Latihan Dasar Kepemimpinan Mahasiswa) HMTL FPTK UPI 2022**

Mar – Apr 2022

#### *Head of Event*

- Led 7 divisions with 22 committee members in planning and preparing the cadreization event
- Organizing and managing the event from the beginning to the end of the event which was attended by 89 participants so that the event went well
- Became the best leader of cadreization event in HMTL for the 2021-2022 period

### **BEM Himpunan Mahasiswa Teknik Logistik FPTK UPI**

Aug 2021 – Jul 2022

#### *Staff of Organizational Resource Development Department*

- Responsible for the development of members and staff at BEM HMTL FPTK UPI
- Responsible for the LDKM 2022 event at BEM HMTL FPTK UPI as a leader

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## ACHIEVEMENTS AND AWARDS

### **The Third Team Winner in Students Competition ISLI CAMP 2022**

Sept 2022

- Create an effective and efficient supply chain design by shortening the supply chain based on the situation and conditions in a village in Mojokerto, East Java

**PKM-GFK Funding**

May – Sept 2021

- Received funding from the Ministry of Education and Culture to implement the Student Creativity Program on the Gagasan Futuristik Konstruktif (GFK) Scheme
- Made a video entitled "Live Monitoring Distribution sebagai Upaya Mewujudkan Indonesia Swasembada Pangan" which was uploaded to Youtube and received 1,4k views and 319 likes

**Hak Kekayaan Intelektual (HKI)**

Aug – Sept 2021

- Obtained copyright letters for a scientific article, cinematography script, and cinematography video with the title "Live Monitoring Distribution sebagai Upaya Mewujudkan Indonesia Swasembada Pangan" from the Ministry of Law and Human Rights

**Finalis of KDMI (Kompetisi Debat Mahasiswa Indonesia) at The University Level**

May – Jun 2021

- Became a selected debater as a faculty representative in the selection of debaters at the university level

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**ADDITIONAL**

- Language: Indonesia (Advanced), English (Intermediate)
- Skills: Microsoft Office (Word, Excel, PowerPoint), Time Management, Leadership, Team Work, Communication, Critical Thinking, Analytical Thinking, Problem Solving
- Interest: Math, Administration, Marketing, Logistics, Supply Chain, Engineering
- Certifications: PTESOL UPI (510), Transport Support in Warehouse Supervisors Competency (BNSP)