

# LUQMAN SETIAWAN

Balikpapan, East Kalimantan

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## Summary

Logistics & Administrative Professional with hands-on experience in export documentation, SOP compliance, and operational coordination for international shipments (FCA Singapore). Proven track record in maintaining 100% document compliance, ensuring smooth cargo flow, and delivering accurate reporting in fast-paced logistics environments. Strong analytical background with an Informatics Engineering degree, supporting efficiency and data accuracy in operations.

## WORK EXPERIENCE

### PT. Kuehne + Nagel (KNI) – *Expeditor (Contract)*

July 2025 – January 2026

- Managed end-to-end **export documentation & compliance** for FCA Singapore shipments, ensuring **100% compliance** with customs regulations.
- Prepared and verified shipping documents, including **Commercial Invoice, Packing List, PO, Special Certificates**, and supporting documents.
- Coordinated with **vendors, customs brokers (PPJK), and internal teams** to ensure timely shipment execution.
- Supervised **physical logistics operations**, including cargo tally at arrival/departure hubs and final delivery points (Surat Jalan).
- Prepared **Vehicle Entry Permits and site access documentation** to support project logistics operations.
- Delivered **daily and weekly operational reports**, maintaining an average response time to stakeholders of **less than 2 hours**.
- Ensured strict adherence to **Standard Operating Procedures (SOPs)** to minimize administrative and operational risks.

### PT Pamora Group - Graphic Design (contract)

September 2022 – February 2023

- Developed and executed **digital content strategies** to support F&B product

promotion.

- Produced creative content, including product photography, video tutorials, and visual marketing materials.
- Supported brand consistency through basic **design system implementation** and internal visual guidelines.

### **Furion Coffee Shop – Staff Administration & Stock Control (Contract)**

**September 2018 – February 2021**

- Conducted routine **financial verification and stock reconciliation** against physical inventory.
- Performed **periodic audits** (daily, weekly, monthly) to maintain inventory accuracy.
- Supported administrative reporting and internal operational controls.

### **CV Karya Jasa Mandiri – Web Designer (Internship)**

**January 2019 – May 2019**

- Designed website wireframes and user interfaces based on client requirements.
- Implemented web designs using **HTML, CSS, and basic JavaScript**.

## **EDUCATION**

**Universitas Dian Nuswantoro, Semarang**

Bachelor of Informatics Engineering (S1)

**2017 – 2021**

## **SKILLS**

### **Logistics & Administration**

- Export–Import Documentation
- SOP Compliance & Operational Reporting
- Vendor & Customs Coordination
- Inventory & Stock Control
- Documentation Management

### **Data & Tools**

- Microsoft Excel (Formulas, Reporting, Basic Macro)
- Microsoft Word & Office Suite

## **Technical Background**

- Basic Programming: PHP, JavaScript, Python, C#
- UI/UX & Design Tools: Figma, Adobe Photoshop, Illustrator, CorelDRAW

## **CERTIFICATIONS & TRAINING**

- UI/UX Website Design Planning – LINGKARAN (July 2023)
- UI/UX Research & Design – MYSKILL (February – March 2023)
- Professional Academy Digital Talent Scholarship UI/UX Design Batch 3 – KOMINFO (October 2022)

## **ORGANIZATIONAL EXPERIENCE**

- Member, **Himpunan Mahasiswa Teknik Informatika (HMTI)**  
Information & Communication Media Division | 2018 – 2020