FITRI MAHAYANI, S.Pd

Admin & Staff

CV

Personal Details

Current Address: Ahsana Blimbing Regency Kav.C15-16 LA Sucipto Street Gg 22C Malang City, East Java

Hometown Address: Utama Karya Street No. 4 Madiun, East Java

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Education

Japanese Language Education Bachelor (S.Pd)

State University of Surabaya (2008-2012)

Skills

Microsoft Word

Microsoft Excel

English

Japanese (N5)

Internet

Qualifications

- ✓ August,2008 : UNESA TOEFL Score 453
- ✓ Around 2011 : Interpreter for tourists at Surabaya Zoo
- ✓ January,2017 : JLPT N5 Score 99/180

Job Experiences

PPIC Staff (Production Planning and Inventory Control)

PT Toyo Denso Indonesia

April 2014 – December 2020

A company engaged in the manufacture of electronics parts for cars and motorcycle.

- ✓ New Model Division Staff and Admin.
  - Received order from foreign customer and made sure the part sent on time
  - Follow up new part progress making with related divisions
  - Input order from customer to KIT system
- ✓ Build Out & Discontinue Division Training Staff.
  - Made list and follow up the parts which customer will never order anymore or discontinue parts
  - Calculate discontinue parts amount and made claim report discontinue parts to customer

Commersial Admin(Lime Calcination Project)

PT Wijaya Karya Insan Pertiwi

December 2012 – December 2013

A POSCO Chemtech Lime Calcination Plant Project where one of the contractors was PT WIKA.

- ✓ Made progress reports in the field.
- ✓ Made a report on the procurement of equipment and materials.

Course/Training

- ✓ "QC 7 Tools" Training Participants at PT Toyo Denso Indonesia on May 26th,2015
- ✓ "Drawing" Training Participants at PT Toyo Denso Indonesia on May 28th,2015
- ✓ "Management of Hazardous Wastes and Toxic" Training Participants at PT Toyo Denso Indonesia on May 22nd,2015
- ✓ "5S" Training Participants at PT Toyo Denso Indonesia on April 16th,2015
- ✓ "Horenso" Training Participants at PT Toyo Denso Indonesia on July 25th,2017
- ✓ "ISO 9001:2015 Awareness" Training Participants at PT Toyo Denso Indonesia on July 18th-19th ,2019