



NUZZILA YUSHA

ABOUT

I am hard-working, motivated, and enthusiastic. I always strive to achieve the highest standard possible at any given task and in any situation. I am accustomed to working in a challenging and fast-working environment.

EXPERIENCES

PROCUREMENT OFFICER - JUMPERLINE PROJECT BASED

PT Perusahaan Gas Negara (PGN) Solution - Subsidiary of State-owned Enterprise

March 2022 - February 2023

- Assisting with the daily activities of the procurement department.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Monitoring, checking, and ensuring the orders in accordance with the PO.
- Preparing procurement documents.

ADMIN QUALITY CONTROL STAFF

PT DAWEE ELECTRONIC INDONESIA

August 2021 - December 2021

- Creating daily & monthly reports of defective products from production
- Monitoring production process to ensure the quality of products according to standards
- Ensuring all documentation meets formal requirements and required standards
- Producing document progress reports for senior managers

ADMIN MARKETING

CV ABADI JAYA STEEL

May 2021 - August 2021

- Inputting sales data, creating invoices, delivery orders, and items return to Accurate System.
- Providing information on company products to customers with the aim of upselling and cross-selling

FREELANCE TRANSLATOR EN-ID / ID -EN & TRANSCRIPTIONIST

March 2018 - November 2020

- Translating messages into specified languages, in writing or by using Computer-Assisted Translation tools, maintaining message content, context, and style as much as possible
- Creating written versions of audio or video recordings, meetings, and conversations then translating them into long-form text

BUSINESS PROCESS ANALYST

Placed at PT Indonesia EPSON Industry by Kelly Services Indonesia

February 2019 - August 2019

- Making a process map workflow diagram of company business
- Monitoring project progress by tracking activity, resolving problems, and publishing progress report

CONTACT



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Cikarang Utara



Nuzzila Yusha

EDUCATION

- SCIENCE CLASS
SMAN 1 CIKARANG UTARA
2012-2015
- ENGLISH DIPLOMA PROGRAM (D3)
UNIVERSITAS SEBELAS MARET
2015-2018
- ENGLISH LITERATURE (S1)
UNIVERSITAS TERBUKA
2022 - ONGOING
FULL-TIME ONLINE LEARNING

COMPUTER SKILLS

Microsoft Office
Internet
Social Media
Spreadsheets
SEO Google
Email
Google Data Studio
Accurate

SOFT SKILLS

Attention to detail
Time management
Verbal and written communication
Problem-solving
Adaptability

COURSES

- LPK Pramudita Cikarang (Japanese Language Study - N4)
- Online Course Skill Academy (SEO, IELTS, Analisa Saham, etcetera)
- Translexi (Pelatihan Peningkatan Kapasitas Penerjemahan EN-ID)

ORGANIZATIONAL

- Music and Film Community in Faculty of Cultural and Sciences (2015-2016)
- Basketball Team in Faculty of Cultural and Sciences (2016-2017)
- Britzone English Community (2019-2020)