



# IRMA PINGKAN DORINGIN

## DETAILS

### Contacts

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### Nationality

Indonesian

### Driving license

Type A

### Date / Place of birth

29-09-1985  
Manado

## EMPLOYMENT HISTORY

### Freelancer, PT. Rejeki Niaga Jaya, South Jakarta

JULY 2021 – PRESENT

- Searching in the internet potential customers;
- Call them to offer the tug boat products, and ask their purchasing or procurement email address in order to send the product catalog.

### Teacher Assistant , School House, North Jakarta

JULY 2019 – DECEMBER 2020

- Assist the Class Teacher in teaching Phonic and Maths subjects, also the Mandarin Teacher;
- Make sure the classroom is clean;
- As a choreographer who taught simple movements for all level classes performance on Christmas 2019;
- Preparing raw-art materials and process become a semi-art materials;
- Make decoration items to decorate the hall that will use for events with other assistants;
- Checking the students attendance list per day, and summarize it per three months of each student, to stated in the report;
- Teaching the students to become independent, and also moral education;
- After school hours, I give a private tuition.

### Senior Staff, PT. Honda Trading Indonesia, South Jakarta

SEPTEMBER 2016 – JULY 2018

#### 1. Local and Import Purchasing

- Collecting fix quantity order monthly and forecast from customers;
- Handling Purchase Order to overseas suppliers/ makers, and monitoring those shipments until arrive at warehouse, then ready to delivery to customers;
- Checking Import documents (Invoice, Packing List, Bill of Lading, and Certificate of Origin) then forward to Logistic Department to do custom-clearance, and to Accounting-Finance-Tax Department for Account Payable purposes;
- Input to the AX ACS system as Incoming Goods at warehouse;
- Handling Purchase Order to local supplier/ maker, and monitoring arrive at warehouse, and delivery to customers;

- Arrange delivery schedule to customers;
- Checking Invoices and Surat Jalan from supplier, then input to the AX (ACS) system as Purchase Delivery.

## 2. Local and Export Sales/ Marketing

- Update quotation quarterly (price adjustment) for regular part/ model, follow the current exchange rate;
- Make cost study quotation for new part/ model;
- Attend meeting coordination, related to new part/ model development;
- Conducting Genba Visit at supplier's manufacture;
- Prepare and make export documents (Invoice, Packing List, Bill of Lading, and Certificate of Origin), then send to the customer;
- Together with Superior make P/L analysis (monthly), and Sales Budget;
- Checking Sales Invoices and its documents attached for local parts made and prepared by sales admin, before send to customers.

## 3. Inventory

- Conducting stock taking at warehouse;
- Prepare and make stock taking report;
- Make countermeasure for the Inventory Aging parts (unsold parts in 90 days, since part incoming to warehouse) by forecasting when the parts will be sold, based on customer production forecast;
- Manage and update Niguri System.

## 4. Miscellaneous

- Checking tickets and hotel for the guests who have business trip to Jakarta;
- Arrange the dinner gathering between the guests and internal section;
- Arrange the Iftar event with customers and suppliers.

## Marketing Staff, PT. Ochiai Menara Indonesia, West Karawang

JUNE 2014 – SEPTEMBER 2016

### 1. Marketing

#### *Regular Part/ Model*

- Receive Purchase Order (PO), Delivery Schedule, Forecast from customers for regular part/ mode, then distribute to internal department;
- Update quotation quarterly follow the current exchange rate;
- Follow up the urgent part to delivery immediately to customers.

#### *New Part/ Model*

- Fill in the Enquiry of the Mass Production Cost form based on Request for Quotation and Drawing from customers, and forward it to Engineering Advisor to calculate the COGS.
- Made a cost study quotation based on the Production Cost form (COGS);
- Held an internal meeting in order to discuss new part/ new project (after received LOI or Maker Layout or Die Go from customers), and also to prepare samples altogether with the documents (such as check sheet, mill sheet, etc.);
- Delivery directly to customers the samples;
- Inform and coordinate with Accounting & Finance Department regarding any payments from customers (invoice, dies, samples).

### 2. Export

- Receive PO from overseas customers, and forward to PPIC and Production Departments, to get their production capability;

- Make Invoice (INV) and Packing List (PL);
- Make Shipping Instruction (SI) in order to book vessel (get shipment schedule) from forwarder;
- Input data stated on INV, PL, and SI to the BC 3.0 system that connect to the Customs;
- Order and arrange truck to pick up the cargo;
- Make Certificate of Origin;
- Order insurance of needed;
- Send the documents (INV and PL final, BL, Insurance, Certificate of Origin) to customer;
- Report to Accounting & Finance Department regarding the export.

### 3. Miscellaneous

- Booking golf slot for the Japanese;
- Booking airplane tickets for the Japanese;
- Arrange Iftar dinner with customers;
- Translate company documents (Bahasa-English, English-Bahasa).

## Administration and Teacher Assistant , School House International , North Jakarta

JUNE 2012 – JUNE 2014

### 1. Administration

- Make a form list and check one by one the student's body temperature before they enter school building area, and inform to the class teachers;
- Make a monthly attendance list for all level classes;
- Hold the petty cash for the drinks that sold at mini-cafeteria;
- Make sure the stock drinks balance with petty cash;
- List the incoming stock drinks;
- Give information about the school for those who ask via telephone;
- Make a call to the parents for those who are not pick-up on time, also should know and identify the person who pick the students;
- Build a strong communication with the parents.

### 2. Teacher Assistant

- Assist the English teacher and Mandarin teacher
- Make an attendance list;
- Prepare raw art materials and process to become semi-art materials;
- Altogether with other assistants, make decorations items (art & craft) to decorate the hall that will use for events;
- As a choreographer and taught simple movements for events United Nations Day and Graduation;
- Build a good relationship with parents in order to inform their children progression and daily activities at school.

## Exchange Culture Program (Au Pair), Bright Au Pair (Indonesia) and Au Pair Interactive (Netherlands), Zaandam

MAY 2010 – MAY 2011

## Teller, ABN Amro Bank, North Jakarta

APRIL 2008 – APRIL 2010

Executed deposit, withdrawal(Cheque & BG), clearing, and RTGS transactions. Served exchange currencies as well.

## **Bachelor of Economics , University Sam Ratulangi, Manado**

AUGUST 2003 – DECEMBER 2007

The major was the International Business Administratio. Graduated with GPA 3.46 scales 4.00. My ITP TOEFL score was 573.

### **LANGUAGES**

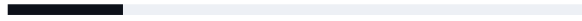
Bahasa



English



Dutch



### **REFERENCES**

**Mariani from PT. Rejeki Niaga Jaya**

mariani@rnjaya.co.id | +62818110035

### **COURSES**

**Make Up Artist, Fransisca Livinna Make Up School, Jakarta**

AUGUST 2018 – OCTOBER 2018

**English , Talenpracticum Amsterdam**

JANUARY 2011 – MAY 2011

**MS Office , LIA Pramuka, Jakarta**

FEBRUARY 2010 – APRIL 2010

### **MISCELLANEOUS**

**Tv Program Host Talent, Jakarta**

FEBRUARY 2016 – FEBRUARY 2016

My friend who worked at tv station offer me to be a host talent at Weekend List program. Here is the link:

<https://youtu.be/c9ASik125EI>