



Hosea Guntur Indrajati

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Summary

I have an experience in Warehouse Coordinator working with Sicepat Ekspres, and also as HUB Captain Lazada Express Logistics. Looking for job for opportunity that gives opportunity to grow. I can work in team or individual, and I am critical and can lead a team, I can provide excellent customer service and I can work under pressure, and I can make report through excel and also I am good in time management

Skills

Time Management, Warehouse Management, Inventory Control, Fraud Investigation, Excel Reports, Customer service, Leadership, Communication skills, Team work, Team Building, Fulfillment Manpowers Experience, Driving Expert

Experience

Warehouse Coordinator Sicepat Ekspres

PT.ESA GEMILANG SAKTI • West Jakarta
09/2024 - 12/2024

- Fulfillment employees according to warehouse needs around 30 to 60 manpowers
- Analyzing problem solving in the field and being responsible for fraud couriers, theft, packages not received by customers
- Making plans to achieve the KPI target
- Making employee salary reports every month and also after the event ends
- Monitoring employee attendance in each region through GREATDAY and making reports via excel
- Communicating routinely with employees in the warehouse and PIC Warehouse
- Making a database of prospective employees and inputting into the client system (SSO Sicepat Ekspres)

Captain HUB

Lazada Express Logistics • South Jakarta
05/2022 - 09/2024

- Conducting process inbound and outbound around 8000 to 12.000/day
- Distribute goods to couriers according to FAS targets 98% or FIFO system
- Carry out stock opname every weekend (S.O)
- Receive and maintain asset management such as uniform, Delivery bags and also vehicle registration
- Evaluate couriers if there are couriers who do not achieve performance every month
- Take firm action against couriers who are problematic and commit theft, and also frequently do not come to work
- Create schedules for 3 district zone's according to courier productivity
- Looking for strategies for couriers to achieve targets 98,5%
- Delivery attempt Monitoring courier in real-time every one hour
- Ensure courier are safe and make cash deposits on time
- Create courier performance reports every night by excel

Courier/Delivery Driver

Lazada Express Logistics • South Jakarta
03/2019 - 05/2022

- Look for customers addresses
- Deliver packages safely to customers
- Serve customers
- Listen to customers complaint and receive input from customers
- offering latest products to customers
- Ensure to keep money from customers when customers use COD feature
- Maintain delivery performance every month

Delivery pizza

PT. Sarimelati Kencana TBK • Central Jakarta

07/2018 - 04/2019

- Check the vehicle in every morning
- Help preparing ingredients chef in the kitchen
- Delivery pizza on time in 30 minutes safely and well
- Serve customers in a friendly manner and help customers if there are complaints
- Report to the leadership if there is damage to the vehicle
- Maintain the vehicle every month
- Help cleaning the pizza over once a month, and keep area kitchen and customers clean everyday

Driver (Part-Time)

King Valet services 777 • South Jakarta

02/2018 - 06/2018

- Accept customers who need parking
 - Pay attention to the customers car before parking
 - Ensure that the customers car is safely in parking lot
 - Create reports sales before shift change
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Education

Hospitality

SMK KRISANTI • East Jakarta

05 /2017

I graduated with 8,4 GPA in 2017