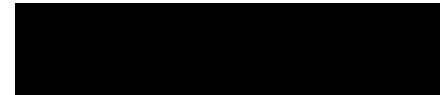




Venna Amelia

Administrative Assistant



vennamelia98@gmail.com



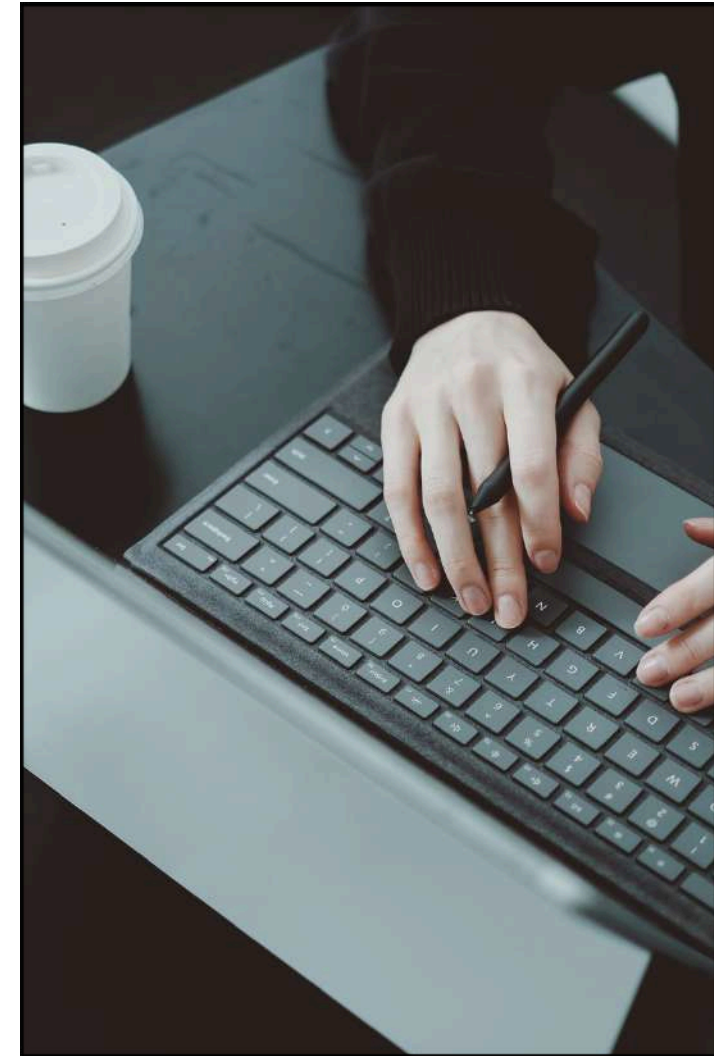
+62 853 9206 5758



www.linkedin.com/in/vennamelia

Profile

I'm an experienced administrative professional with hands-on experience in handling a wide range of tasks — from managing documents and schedules to coordinating directly with buyers, vendors, and internal teams. During my time at Unggul Putra Samudra, I've been trusted to handle product costing, support the development process, testing process, and performing quality control through production goods.



Experiences

2024 - now	Costing Assistant Unggul Putra Samudra	Calculate product costs based on materials, production processes, testing requirements, and packaging systems to achieve the best price for both vendors and buyers, while ensuring compliance with international construction and packaging safety standards.
2020- now	Product Development Assistant Unggul Putra Samudra	Handle the development process to meet the targeted timeline by scheduling tests and meetings, preparing documents, reports, and Product Data Sheets (PDS) containing every detail about the sample, perform quality control and ensure to minimize claim. Act as a liaison between the buyer and the production team to ensure the production team understands the buyer's requirements and standards, while also communicating any production challenges to the buyer and finding the best solution.
2024 - now	Journal and Article Writer (Freelance) Fastwork	Creating presentations, journals, and handling administrative tasks for various clients.

Skills & Proficiencies

Hard Skill

Microsoft Office

Primarily using Microsoft Word, Excel, and Powerpoint on a daily basis to creat reports and forms.
Using Microsoft Outlook for daily communication with buyers.

Google Workspace

Primarily using Google Docs, Sheets, and Forms for freelance works.

Document Filling

Providing required documents for development, testing, meeting, and costing purposes.

Data Entry & Database Management

Inputting and updating product-related data into buyer platforms, websites, and internal systems.

Documentation and Reporting

Creating detailed quality control (QC) reports for production goods using photo documentation, Master Sample comparison, and regular Product Verification Test (PVT) to ensure they meet buyer standards and specifications.

Microsoft Office

Conducting routine tests, documenting the process, and preparing detailed reports.

FIRST PIECE ASSEMBLY (FPA)

Factory Name:	5854 – CV. UNGGUL PUTRA SAMUDRA	Inspection Date:	January 14, 2025
Brand:	WSH	Ship Windows:	Refer to PO#
Description Item:	Bridgehampton Sofa – Contract Grade	MCS Date:	-
SKU#:	8271352	Construction Test No:	ID24-0928-14R2
PO#:	2990860WSM, 2990862WSM	Total Qty:	Refer to PO#
		Inspected Qty:	1

PRODUCT INFORMATION

Material: Aluminum

Overall Dimension: Refer to PDS

FPA Result: PASSED

Defect: Not Found defect

FPA CHECK LIST

Drawing and dimensions	OK	NOT OK
The dimensions of the item are correct based on the PDS or CAD drawing.	✓	<input type="checkbox"/>
Materials and Welding	OK	NOT OK
The metal and AWW materials size and thickness used is/are present in the Williams – Sonoma approved list.	✓	<input type="checkbox"/>
NOTE: Changes on Metal and AWW materials without approval must be reviewed by the QA team and can be subjected to testing if necessary.		
Welding material must be tight and closed. No gaps and separations.	✓	<input type="checkbox"/>
After grinding process, the joint still have welding point	✓	<input type="checkbox"/>
No crack/split, dents, scratches	✓	<input type="checkbox"/>
Hardware	OK	NOT OK
The hardware used must be approved or the same as the sample and had been tested per ASTM standard corrosion test	✓	<input type="checkbox"/>
Assembly	OK	NOT OK
The assembly instruction must be clear and understandable. The hardware list must be correct showing the dimensions and quantity	✓	<input type="checkbox"/>
The item is easy to assemble	✓	<input type="checkbox"/>
The gap on the joint must be match with approved MCS	✓	<input type="checkbox"/>
Use checking Jig to confirm each part (knock down)	✓	<input type="checkbox"/>

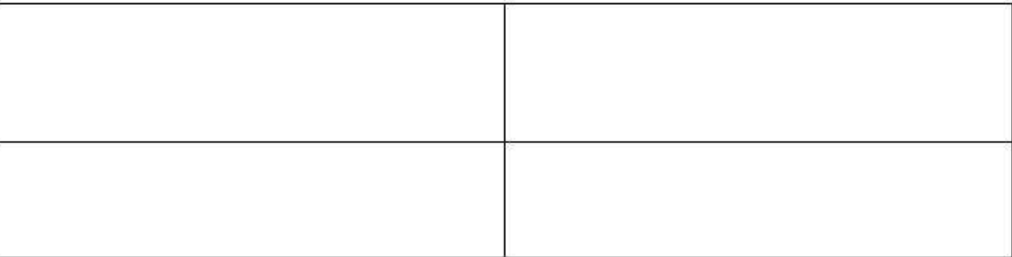
Details	OK	NOT OK
The profile, shape and carving details of the item must be machined or done well showing consistency and without tear outs and chipping.	✓	<input type="checkbox"/>
The profiles of the molding must match well with the CAD and approved MCS.	✓	<input type="checkbox"/>
Shall have no sharp points / edges, other than those required for function.	✓	✓
Joints, Construction and Workmanship	OK	NOT OK
The tops must not warp or sag. Use straight edges or string to check	<input type="checkbox"/>	<input type="checkbox"/>
Table tops with leaf extensions must be flat and has no gap in – between.	<input type="checkbox"/>	<input type="checkbox"/>

Remove the table leaf and examine closely the table top and leaf pins to insure the pins are neatly installed. All pins fit together neatly without damaging the wood profiles around the pins.	<input type="checkbox"/>	<input type="checkbox"/>
The table slide must operate smoothly without sticking.	<input type="checkbox"/>	<input type="checkbox"/>
All joints are tight and closed	✓	<input type="checkbox"/>
Floor glides must meet specs of the item.	✓	<input type="checkbox"/>
Moisture Content (if any wooden part)	OK	NOT OK
The moisture of parts and components must be below 10 % at whitewood stage.	<input type="checkbox"/>	<input type="checkbox"/>
The MC of laminated parts (laminated side by side) mustn't different more than 1%.	<input type="checkbox"/>	<input type="checkbox"/>

PHOTOS OF PRODUCT:









DEFECT PICTURES:

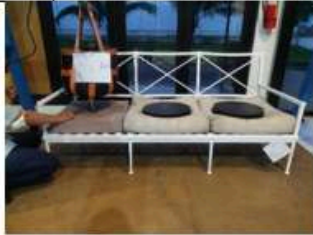







Microsoft Office

Conducting routine tests, documenting the process, and preparing detailed reports.

PRODUCT VERIFICATION TEST			
INHOUSE TEST:			
Seat Drop Impact Test		PASS	Arm Strength Vertical
Seat Static load test		N/A	Arm Strength Horizontal
Leg Strength Test Chair		PASS	Stability of Unloaded Unit/Tipping Test
Leg Strength Test Table		N/A	End Drop Test 10"
Backrest Strength		PASS	

Type of inhouse:	DROP TEST – DYNAMIC – FUNCTIONAL LOAD (ANSI/BIFMA X5.1-17 Sec. 7)		
Requirement:	<ul style="list-style-type: none">• No structural breakage or loss of serviceability when 225 lb. (102 kg) free falls from 152 mm (6 inches) height to the center of the seat.• Shall not have permanent deformation greater than 6 mm.		
			
			
			
Comment:	PASSED		

Type of inhouse:	DROP TEST – DYNAMIC – PROOF LOAD (ANSI/BIFMA X5.1-17 Sec. 7)		
Requirement:	<ul style="list-style-type: none">• There shall be no sudden and major change in the structural integrity of the chair (loss of serviceability is acceptable) when a proof load of 136 kg (300 lb.) is raised 152 mm (6 in.) above the uncompressed seat and released one time.• Shall now have permanent deformation greater than 6mm.		
			
			
			
Comment:	PASSED		

Type of inhouse:	BACKREST STRENGTH TEST – STATIC – TYPE I AND II – FUNCTIONAL LOAD (ANSI/BIFMA X5.1-17 Sec. 5)		
Requirement:	There shall be no loss of serviceability to the chair when a force of 667 N (150 lbf.) is applied to the backrest at the backstop position for 60 sec.		

Microsoft Office

Creating required documents for testing, for example Test Request Form (TRF).

Product Testing TRF		
Williams-Sonoma Indonesia.		
Jl. Mayjod HR Muhammad No. 147 Suko manunggal, Surabaya 60189 East Java – Indonesia		
Assigned Test Report Number: (For Lab only)	Sample Received Date: (For Lab only)	
REASON FOR TESTING REQUEST		
<input type="checkbox"/> New Development <input checked="" type="checkbox"/> Periodic Test (Annual/ 2 years/ 4 years) <input type="checkbox"/> R&D <input type="checkbox"/> Dmg & Quality <input type="checkbox"/> Product/ Package change <input type="checkbox"/> Change Protocol grade	Additional/ Other Reason(s): Corrosion test: ID22-0819-08R1 High performance test: ID21-1114-03	
<input type="checkbox"/> Residential <input checked="" type="checkbox"/> Contract/ Hospitality <input type="checkbox"/> B2B	<input type="checkbox"/> Indoor <input checked="" type="checkbox"/> Outdoor	
<input checked="" type="checkbox"/> FURNITURE <input type="checkbox"/> DECACC	<input type="checkbox"/> DRY <input type="checkbox"/> DAMP <input checked="" type="checkbox"/> WET	
BRAND	TEST HISTORY	PREVIOUS REPORT No. (If Retest OR Annual Test)
<input checked="" type="checkbox"/> PB (Pottery Barn) <input type="checkbox"/> PBT (Pottery Barn Teen) <input type="checkbox"/> PBK (Pottery Barn Kids) <input type="checkbox"/> WE (West Elm) <input type="checkbox"/> WE Kids (West Elm Kids) <input type="checkbox"/> OT (Outlet) <input type="checkbox"/> WS (Williams-Sonoma) <input type="checkbox"/> WSH (Williams Sonoma Home) <input type="checkbox"/> M&G (Mark & Graham) <input type="checkbox"/> RJ (Rejuvenation) <input type="checkbox"/> Other (.....)	<input checked="" type="checkbox"/> 1 st test <input type="checkbox"/> 2 nd test <input type="checkbox"/> 3 rd test <input type="checkbox"/> 4 th test <input type="checkbox"/> 5 th test	ID22-1012-11 Date: Oct 27, 2022
Improvement as claimed by vendor for previous failure(s):		
COUNTRY OF DESTINATION	<input type="checkbox"/> US <input type="checkbox"/> CN <input type="checkbox"/> AS <input type="checkbox"/> UK <input type="checkbox"/> Other country: ...	
VENDOR INFORMATION		
EXCLUSIVE AND CONFIDENTIAL PROPERTY OF WILLIAMS-SONOMA, INC. ©1999 Williams-Sonoma, Inc. All rights reserved, including all applicable copyright, design and patent rights. Any unauthorized reproduction, adaptation, distribution or other infringement will be prosecuted.		

Product Testing TRF	
Williams-Sonoma Indonesia.	
Vendor name:	CV. Unggul Putra Samudra
Vendor code:	5854
Vendor address:	Jl. Imam Bonol No. 171, Dodowatu Segoro
Contact person:	Aim
Telephone number:	+62 341 452322
Email 1:	lisa@unggulgroup.com
Email 2:	tech01_ups@unggulgroup.com
Email 3:	tech01_dps@unggulgroup.com; aim@unggulgroup.com; sugeng@unggulgroup.com; yenna@unggulgroup.com; petlan@unggulgroup.com
SAMPLE DESCRIPTION	
Product Description:	Westport Storage Accent Table
Product weight:	TBA
Sample Quantity:	1
SKU Number:	7157410
Affiliated SKU's:	TBA
Vendor Item No.:	5854
PO Number:	TBA
PLM Product Number:	1586989
Season:	SP23
Shipping Window:	TBA
PPO issued date:	TBA
PO issued date:	TBA
WSI engineer name:	Yunus
Channel:	<input checked="" type="checkbox"/> Retail <input type="checkbox"/> DTC
COMPOSITE WOOD PRODUCT? - Include a BOM (Bill of Material) to indicate ALL parts/components on the submitted sample	
Declaration Form of TSCA/ EPA (For US product consisted of composite wood) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Valid TSCA/ EPA Certification – It is mandatory requirement to provide the valid TSCA/ EPA Certification copy with TRF.	
PRODUCT TESTING	
Select protocol: <input type="checkbox"/> WSI Protocol (Select this option when all product construction and environmental tests are required) <input type="checkbox"/> Other Protocol: (Select only when using alternate protocol)	
* Select Finishing: <input type="checkbox"/> NC <input type="checkbox"/> PU <input type="checkbox"/> AC <input type="checkbox"/> UV <input type="checkbox"/> WB <input type="checkbox"/> Specify Gloss Level Requirement: <input type="checkbox"/> Finish Supplier name: Jotun	
EXCLUSIVE AND CONFIDENTIAL PROPERTY OF WILLIAMS-SONOMA, INC. ©1999 Williams-Sonoma, Inc. All rights reserved, including all applicable copyright, design and patent rights. Any unauthorized reproduction, adaptation, distribution or other infringement will be prosecuted.	


Microsoft Excel


Creating weekly report of tested samples for lab documentation to coordinate sample testing order based on urgency and order of arrival.


																PASS	43	
																FAIL	1	
																On process	0	
																	1st Test	
VENDOR	AREA	SEASON	BRAND	SKU#	SKU DESC	REASON FOR TEST	FURNITURE / DECACC	PROTOCOL	OUTDOOR / INDOOR	FULL / PARTIAL TEST	PO issued DATE	SHIPPING WINDOWS BASED ON TRF		TECHNICIAN	Update SW	On-time submission to lab	Result	DATE IN
UPS	SBY	SU24	PBM	181584, 2320813, 6590267, 9393405, 769565	TORREY SQUARE ARM SWIVEL OCC CHAIR	PERIODIC PVT	FUNITURE	GTP-CON	OUTDOOR	PARTIAL	TBA						PASS	04-30-25
UPS	SBY	SU19	PBM	5543629, 5543702	INDIO SECT LAF/RAF	PERIODIC PVT	FUNITURE	RTP-RES	OUTDOOR	PARTIAL	TBA						PASS	05-07-25
UPS	SBY	SP21	PBM	7441175	MALIBU DINING ARM CHAIR	PERIODIC PVT	FUNITURE	GTP-CON	OUTDOOR	PARTIAL	TBA						PASS	05-13-25
UPS	SBY	SP23	WSH	6270470	SAN CLEMENTE CHAISE	PERIODIC PVT	FUNITURE	GTP-CON	OUTDOOR	PARTIAL	TBA						PASS	05-13-25
UPS	SBY	SU20	WSH	5358941, 9123752	SAN CLEMENTE SWIVEL CHAIR	PERIODIC PVT	FUNITURE	GTP-CON	OUTDOOR	PARTIAL	TBA						PASS	05-13-25
UPS	SBY	SP20	PBM	342119, 7255175	MALIBU MESH STACKING CHAISE	PERIODIC PVT	FUNITURE	GTP-CON	OUTDOOR	PARTIAL	TBA						PASS	05-13-25
UPS	SBY	SP23	WSH	3215011	MANCHESTER DINING SIDE CHAIR	PERIODIC PVT	FUNITURE	GTP-CON	OUTDOOR	PARTIAL	TBA						PASS	05-13-25
UPS	SBY	SP25	PBM	2192653	MALIBU PLATFORM SOFA	PERIODIC PVT	FUNITURE	GTP-CON	OUTDOOR	PARTIAL	TBA							
UPS	SBY	SU19	PBM	5540625	INDIO SINGLE CHAISE	PERIODIC PVT	FUNITURE	RTP-RES	OUTDOOR	PARTIAL	TBA							
UPS	SBY	SU18	WSH	6225945	CALISTOGA SOFA	PERIODIC PVT	FUNITURE	RTP-RES	OUTDOOR	PARTIAL	TBA							
UPS	SBY	SP25	WSH	932229	BRIGHAMPTON DINING SIDE CHAIR - CONTRACT GRADE	PERIODIC PVT	FUNITURE	GTP-CON	OUTDOOR	PARTIAL	TBA							

Microsoft Excel

Calculate the price of the product based on materials, labor, and packaging costs using Microsoft Excel formula. Create a cost sheet (as attached) as the final cost to be presented to the buyer.



 Jl. Karangjati 171, Aridmulyo - Singosari - Kab. Malang (65153)
East Java - Indonesia

 62 341 452 322








CV. UNGGUL PUTRA SAMUDRA

QUOTE SHEET

Date : 15 Jul 24
Revised Date :
Price Validity : 3 YEAR

2024

AZURULIVING

NO	ITEM DESC.	PIC	PRICE		COMPLETE PRICE	NOTE
			FRAME	CUSHION		
1	CLASSICAL LOUNGE CHAIR					Metal Frame, Cushion: Normal Frame 0.06 - Rp12
2	PD 885 LOUNGE CHAIR					Metal Frame, Cushion: Normal Frame 0.06 - Rp12
3	CLASSICAL SOFA					Metal Frame, Cushion: Normal Frame 0.06 - Rp12
4	PD 885 CHAISE LOUNGE					Metal Frame, Cushion: Normal Frame 0.06 - Rp12
5	OVAL DINING TABLE + 8MM TEMPERED PRINTING GLASS					Metal Frame + Printing Glass
6	CLASSICAL BAR STOOL					Metal Frame, Cushion: Normal Frame 0.06 - Rp12
7	CLASSICAL COUNTER STOOL					Metal Frame, Cushion: Normal Frame 0.06 - Rp12

CV. UNGGUL PUTRA SAMUDRA

FLORES SAMUDRO

DIRECTOR

CV. UNGGUL PUTRA SAMUDRA

Submitting buyer's Test Request Form on 3rd party lab website for testing requirement.

Page 1/1Page: 2/3

Welcome,

Unggul Venna

Bluebook Sections

Section 1: Product Detail

Section 2: Design & Technical Specifications

Section 3: Bill of Materials (BOM)

Section 4: Finishing

Section 5: Packaging

Section 6: Testing

Section 7: Product Information (PI & AI)

Section 8: PPM Report

Other Actions

Review / Deactivate

Clone

Revisions & PCIS

Bluebook Records

Print Bluebook

Section 3B. Part Components

20 entries

Attachments	No.	BOM No.	Sub Assembly	Part Name	Total Quantity	Part Dimension												Action
						metric (mm)						imperial (in)						
						L	W	H	T	V	Wt	L	W	H	T	V	Wt	
	1		Top Frame	Top Frame	2	610.00	25.00	100.00	2.00	0.00	0.00	24.02	0.98	3.94	0.08	0.00	0.00	Details
	2		Top Frame	Top Frame	2	410.00	76.00	25.00	1.70	0.00	0.00	16.14	2.99	0.98	0.07	0.00	0.00	Details

Home

Alerts

Bluebook Library

SKU Library

Materials

Help

10:08 2023-05-05 5:18 PM

BLUE

Welcome,
Unggul Venna

Bluebook Sections

Section 1: Product Detail

Section 2: Design & Technical Specifications

Section 3: Bill of Materials (BOM)

Section 4: Finishing

Section 5: Packaging

Section 6: Testing

Section 7: Product Information (PI & AI)

Section 8: PPM Report

Other Actions

Review / Deactivate

Clone

Revisions & PCIS

Bluebook Records

Detail Bluebook

3

Top Slat

Top Slat

5

410.00

76.00

20.00

1.20

0.00

0.00

16.14

2.99


0.79

0.05

0.00

0.00

Details



4

Apron

Apron

2

560.00

76.00

20.00

1.20

0.00

0.00

22.05

2.99


0.79

0.05

0.00

0.00

Details



5

Top Support

Top Support

2

490.00

20.00

60.00

1.20

0.00

0.00

19.29

0.79


2.36

0.05

0.00

0.00

Details



Home

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Data Entry & Database Management

Ensuring all critical documents are updated, backed up, and archived properly to be used as work guideline for production team and reference for buyers to do Quality Control.

Documentation and Reporting

Handling product claims by identifying improvements with the team and preparing the Product Change Information Sheet (PCIS) to propose the improvement/change to the buyer.



WILLIAMS-SONOMA, INC.

Product/Package Change Information Sheet

Vendor Name: CY Unggul Putra Samudra Date: 03-Oct-23
Product Name: Malibu Metal Dining Table SKU #: 5931034, 3181651
Finish Color: Black, White

Changes Made:

- ☐ Wood substrate ☐ Veneer ☒ Construction ☐ Finish Color
☐ Hardware ☐ Product Dimension ☐ Assembly Instruction ☐ Packing Method
☐ Others : Pls specify : _____

Reason For Changes:

Reason:

- To prevent crack issue around the gromet



BEFORE

AFTER



BEFORE	AFTER
Using 2 pcs of gromet	Using 3 pcs of gromet

Does item need to be re-sku'd ? :

No (Yes or No)

Date Of Change: 03-Oct-23

Effective P.O. # 84380628PBM, 2769513PBM

Product Data Sheet update : (pls indicate date and name of person updating the PDS sheet)

PDS sheet number : _____

Updated by : _____

Date : _____

Performing Quality Control, collecting proper documentation and creating report to ensure the production goods are in good condition.

Last Updated Date: 25-Mar-2025 07:23 AM
 Page 1 of 5
 Generated from WSI FIP PCA System

Last Updated Date: 25-Mar-2025 07:23 AM
 Page 2 of 5
 Generated from WSI FIP PCA System

Last Updated Date: 25-Mar-2025 07:23 AM
 Page 3 of 5
 Generated from WSI FIP POA System



Summary

This portfolio highlights my experience in handling various administrative tasks and my proficiency to operate different tools and fulfilling key requirement that I believe will bring value to your team.

Thank you for reading.
I'm looking forward to future opportunities to contribute and grow.