

Aulia Krisna Arimurti, S.Kom

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Procurement and supply chain professional with 1+ year of experience in vendor sourcing, purchasing operations, and inventory coordination. Proven track record in reducing raw material costs by 10% and improving supplier delivery accuracy from 70% to 95%. Skilled in managing purchase orders, supplier negotiations, and data-driven procurement planning. Detail-oriented with strong analytical and communication skills, capable of supporting efficient and cost-effective procurement processes.

RELEVANT EXPERIENCE

PT. GUMINDO BOGAMANIS

Serang, Banten

Supply Chain

Jun 2025 – Present

- Managed end-to-end procurement for office supplies, ensuring timely availability of materials for operations.
- Prepare request purchase orders, purchase invoice, receiving orders for company activity needs.
- Coordinated delivery schedules with suppliers, reducing delays and improving operational efficiency.
- Conducted meetings with suppliers related to product development needs.
- Maintained and updated supplier database, including vendor performance tracking and evaluation.
- Prepared purchase requests and purchase order for monthly reports
- Generated daily production planning orders based on material availability and demand requirements.
- Coordinated daily shipments to the distributor network to ensure timely product distribution.
- Monitored and controlled delivery schedules to align with daily distribution plans.
- Sourced and scheduled vehicles based on capacity and daily delivery routes.

PT. SANWO INDONESIA PRATAMA

North Jakarta, Jakarta

Purchasing

Feb 2024 – Apr 2025

- Conducted vendor sourcing, price comparison, and negotiations to achieve cost-effective purchasing.
- Managed purchase orders (PO), ensuring timely processing and accurate documentation.
- Monitored inventory levels to prevent stock shortages and overstock conditions.
- Coordinated with internal teams to align procurement activities with project timelines.
- Maintained supplier performance records and built long-term vendor relationships.
- Prepared procurement reports and documentation for audit and planning purposes.

PT. GREENSPHERE KEBANGGAAN INDONESIA

Bekasi, West Java

Procurement

Nov 2023 – Dec 2024

- Prepare request payments, payment realizations, and purchase orders for company activity needs.
 - Maintained detailed records of purchase orders, payment realizations, and payment requests.
 - Reduced raw material costs by 10% through supplier negotiations and alternative sourcing.
 - Conducted meetings with suppliers related to product development needs.
 - Follow up with suppliers regarding order deliveries.
 - Manage reports on delivery notes, incoming goods, raw material or packaging purchases, and raw material or packaging quotations.
 - Developed packaging solutions for new products and ensured compliance with standards.
 - Maintained supplier item data and ensure updated raw material documents.
 - Improved supplier delivery time accuracy from 70% to 95% through tighter follow-ups and performance reviews.
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ADDITIONAL EXPERIENCE

PT. GREENSPHERE KEBANGGAAN INDONESIA

Bekasi, West Java

Customer Service & Marketing Support

Jul 2023 – Nov 2023

- Handled customer orders and processed purchase invoices.
- Created purchase invoices based on customer requests and follow up on payment.
- Ensure timely delivery of goods in accordance with customer requirements
- Scheduled offline and online meetings with customers.
- Provided solutions for customer complaints and ensured a high level of customer satisfaction.
- Submit product samples to the research and development division.
- Ensured product designs and packaging meet customer specifications.
- Prepared product price quotations for customers
- Responsible for sales transaction reports.
- Ensured products are delivered in good condition to customers.
- Provided effective solutions for customer complaints related to products
- Offered customer support via phone and WhatsApp
- Follow up with customers to ensure issues are resolved satisfactorily.

CV. HERBINDO PERSADA

Bekasi, West Java

Admin & Customer Service

Feb 2019 – Jul 2023

- Handled customer orders and processed purchase invoices
- Created purchase invoices based on customer requests and follow up on payme
- Ensure timely delivery of goods in accordance with customer requirements

EDUCATION

Universitas Indraprasta PGRI — Jakarta

Bachelor's Degree in Informatics Engineering

Sep 2020 – Aug 2024

GPA: 3.56 / 4.00

ORGANIZATIONAL EXPERIENCE

Student Activity Unit – Informatics Engineering

Treasurer | Sep 2021 – Dec 2022

- Managed financial records and organizational budgeting
- Prepared financial reports and accountability documentation
- Recorded and monitored cash flow transactions
- Maintained proper documentation of financial receipts and expenses

SKILL

- **Technical & Tools** : Microsoft Excel (Pivot Table, VLOOKUP), Microsoft Office (Word, PowerPoint), Google Sheet, Orlansoft ERP
 - **Procurement & Supply Chain** : Vendor Sourcing & Evaluation, Supplier Negotiation, Purchase Order (PO) Management, Cost Analysis & Cost Reduction, Inventory Monitoring, Supplier Performance Tracking
 - **Analytical Skills** : Data Analysis & Reporting, Data Interpretation
 - **Soft Skills** : Communication, Negotiation, Time Management, Problem Solving
 - **ISO 22000:2025-1**
 - **Language** : English (Intermediate)
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