



AUDY SELFIRA FUADI ROSYAD

Bekasi, Indonesia | +62 851-5601-4613 | audyselfiraa@gmail.com

PROFILE SUMMARY

Detail-oriented professional with experience in procurement and purchasing operations, including end-to-end purchasing processes, supplier negotiation, and quotation analysis. Proven record of managing 30+ active vendors, handling 800+ pricing quotations, and achieving 15% cost optimization through effective vendor negotiation and sourcing based on technical specifications. Experienced in shipment coordination, documentation control, and ERP-supported reporting, with strong communication skills to collaborate effectively with vendors and internal stakeholders.

WORK EXPERIENCES

PT. Trinity Engineering Indonesia - Bekasi

Sept 2024 – Present

Sales Engineer (Procurement & Supply Chain Support)

- Managed end-to-end procurement and purchasing processes from supplier sourcing to product delivery, ensuring compliance with technical specifications and internal requirements.
- Negotiated with 30+ active vendors, achieving 15% cost savings through pricing, MOQ, and delivery term optimization.
- Prepared, analyzed, and managed 800+ pricing quotations, supporting accurate purchasing decisions, budgeting, and commercial evaluations with an 11% year-over-year increase in quotation volume.
- Sourced technical and engineering products based on detailed specifications, reducing procurement errors and improving supply quality.
- Coordinated 20+ shipments per month, ensuring complete documentation, accurate invoicing, and on-time delivery.
- Supported commercial performance through accurate pricing, timely procurement execution, and cost control, supporting a 70% year-over-year sales growth in 2025.
- Compiled procurement, purchasing, and sales reports to support spend analysis and management decision-making.

PT. ArtaBoga Nusantara (Askara Group) - Bekasi

Jul – Sep 2024

Finance Intern

- Reconciled monthly bank statements and supported preparation of financial and operational reports.
- Supported purchasing activities by negotiating with suppliers on pricing and delivery schedules.
- Created delivery orders and coordinated logistics to ensure timely goods receipt.
- Managed invoices, transaction entries, and documentation using Accurate ERP.

PT. Askara Internal (Askara Group), Bekasi

Apr – Jul 2024

HR General Affairs Intern

- Processed and distributed 100+ incoming documents monthly to relevant departments.
- Managed petty cash disbursement and documentation, including reconciliation and reporting to Finance.
- Coordinated with Finance to request cash replenishment while maintaining accountability.

PT. Denso Manufacturing Indonesia, Bekasi

Aug 2023 – Feb 2024

Procurement Intern

- Entered 2,000+ PR-to-PO monthly transactions into ERP, ensuring complete specifications and quotation attachment accuracy.
- Evaluated vendor quotations based on price, quality, and lead time to support purchasing decisions.
- Managed procurement documentation within the procurement division.
- Assisted cost reduction initiatives through data collection and basic procurement analysis.

EDUCATION BACKGROUND

Universitas Siber Asia – Jakarta Bachelor’s Degree in Accounting	Oct 2025 – Present
Polytechnic LP3I Jakarta – Bekasi Associate Degree in Computerized Accounting (GPA 3.61 of 4.00)	Sep 2021 – Sep 2024

CERTIFICATIONS

Middle Accounting Technician Badan Nasional Sertifikasi Profesi (BNSP) Certificate	2024
TOEIC, Score : 825 International Test Centre Certificate	2023
Income Tax Article 21 Taxation Technician Badan Nasional Sertifikasi Profesi (BNSP) Certificate	2023
Junior Computer Operator Badan Nasional Sertifikasi Profesi (BNSP) Certificate	2022

SKILLS

Hard Skills	: Procurement End-to-End (Source to Delivery), Supplier Negotiation, Price & Quotation Management, Product Sourcing, ERP Accounting (Zahir, Accurate), Microsoft Office (Word, Excel, PowerPoint, Outlook), Document Management, Reporting & Correspondence , Ms. Access, Ms. Teams, Google Workspace.
Soft Skills	: Communication (Client & Vendor Interaction), Problem-Solving, Time Management, Adaptability & Learning Agility, Collaboration & Teamwork.
Languages	: Bahasa Indonesia (Native), English (Professional Working Proficiency).