

## Purchasing Officer | Supply Chain Optimization

## SUMMARY

## EDUCATION

- Relevant coursework: Demographic Analysis & Methods, Urban Geography & Spatial Analysis

## EXPERIENCE

- Assessed suppliers for steel bar and other structural steel construction material
- Negotiated with suppliers to obtain optimal pricing and terms, and generated purchase orders
- Utilized Microsoft Excel to analyze purchasing data, resulting in 5% increase in forecasting accuracy
- Processed invoices and facilitated payment approvals with the finance department
- Collaborated closely with the finance department to reconcile purchase orders with budget forecasts, preventing a cost overrun and timely payments, contributing to a 95% on-time payment rate
- Inspected incoming shipments to confirm adherence to purchase orders, verifying quantity, quality, and condition
- Conducted market research to identify potential suppliers, enhancing the procurement process for speciality items
- Maintained meticulous records of all purchasing transactions in compliance with company and external regulatory requirements
- Contributed to team projects, supporting the achievement of departmental goals and fostering innovation

- Processed and validated over 1,000 documents within a five-month period, maintaining high accuracy standards
- Managed daily processing of 20-50 yellow card/AK 1 applications, ensuring timely completion and accuracy
- Streamlined monthly permit and worker data reconciliation process, reducing turnaround time to five business days

- Led comprehensive data validation project covering 1,000 households, identifying and correcting 15% of inaccurate records
- Conducted extensive field research across 40 villages, evaluating eligibility for Family Hope and Non-Cash Food Assistance programs
- Developed and proposed IDR 100 million project focusing on marine resource optimization and women's entrepreneurship
- Executed detailed demographic survey revealing 32% unemployment rate among women, leading to targeted intervention strategies
- Screened and processed 1,000 potential beneficiaries through SAGIS App, achieving 97.4% qualification rate

## SKILLS

- Microsoft Office Excel (pivot tables, complex formulas), PowerPoint (presentation design), Accurate Online, Invoice Processing, Contract Negotiation

- English (Full Professional Proficiency)