

NIDIA GITA PRAMESWARI

PHARMACIST

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JAKARTA, 3 AUG 2026
HR RECRUITER
PT MERSIFARMA
WISMA TIARA LT. 4
PASAR MINGGU, SOUTH JAKARTA.

Dear Sir/Madam,

I am writing to express my interest in the Procurement Officer position at PT Mersifarma. As a licensed Pharmacist with more than three years of experience in pharmaceutical distribution and procurement support, I have developed strong expertise in purchasing operations, supplier coordination, inventory management, and shipment monitoring. I am excited about the opportunity to contribute these skills to support PT Mersifarma procurement and supply chain activities.

In my role as Pharmacist in Charge (APJ) at PT Lokania Handal Perdana, I manage end-to-end procurement activities for pharmaceutical products and raw materials to ensure continuous supply availability. My responsibilities include coordinating with suppliers regarding quotations, purchase orders, product availability, delivery schedules, and shipment status. I regularly execute and monitor purchase orders, verify product specifications and quality requirements, and ensure deliveries are completed according to agreed timelines.

I have extensive experience maintaining procurement documentation and import-related records, including handling import permit (SKI) applications and supporting documentation for imported products. Through continuous communication with suppliers and internal stakeholders, I have developed strong supplier relationship management skills while monitoring supplier performance and ensuring compliance with company standards and regulatory requirements.

Additionally, I have a strong background in inventory management. Throughout my career, I have monitored inventory levels, supported replenishment activities, tracked incoming shipments, and coordinated follow-up actions to prevent stock shortages and operational disruptions. These experiences have strengthened my ability to identify potential supply risks and support business continuity.

I am proficient in Microsoft Excel, including Pivot Tables, VLOOKUP, and HLOOKUP, which I utilize for procurement tracking, inventory monitoring, and data analysis. My strong analytical skills, attention to detail, and ability to manage multiple priorities enable me to maintain accurate procurement records and support efficient purchasing operations. Furthermore, I possess effective communication skills in both Bahasa Indonesia and English, allowing me to collaborate successfully with suppliers and cross-functional teams.

I am particularly interested in joining PT Mersifarma because of its reputation as a leading agricultural solutions company committed to operational excellence and sustainable growth. I am confident that my experience in procurement operations, supplier coordination, shipment monitoring, and documentation management would allow me to make a valuable contribution to your team.

Thank you for your time and consideration. I would welcome the opportunity to discuss how my qualifications and experience align with the requirements of this position. I am available for an interview at your convenience and can join promptly according to the company's needs.

Sincerely,
Nidia Gita Prameswari



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SUMMARY

Compliance-driven Pharmacist-in-Charge offering 4 years of experience in pharmaceutical raw material distribution. Combines rigorous regulatory expertise (GDP, quality documentation, and audits) with hands-on procurement support, including PO processing, shipment monitoring, and purchasing document management. Proven track record in inventory reconciliation and managing vendor performance across lead times, pricing, schedules, and payment terms. Ready to deliver order accuracy, maintain optimal inventory flow, and vendor vetting under strict GDP frameworks.

WORK EXPERIENCE

Pharmacist In Charge (APJ), PT Lokania Handal Perdana Jul 2022 - Present

- Managed end-to-end procurement activities for pharmaceutical raw materials and distribution products, ensuring timely purchasing and supply availability.
- Coordinated with suppliers regarding quotations, purchase orders, product availability, delivery schedules, and shipment status.
- Executed and monitored purchase orders, ensuring purchased products met agreed specifications, quality requirements, and delivery timelines.
- Supervise and ensure the company to implement The Good Distribution Practices (GDP/CDOB) throughout the distribution process.
- Conducted supplier qualification and performance monitoring to ensure compliance with company standards and regulatory requirements.
- Handled import permit (SKI) applications and import documentation.
- Managed 50+ regulatory and quality documents, ensured audit readiness, and closed 100% of audit findings on time through CAPA.

Pharmacist Assistant, Ardita Pratama Clinic Nov 2019 - Aug 2021

- Dispense more than 60 prescription per day accurately and efficiently.
- Assisted pharmacists in delivering pharmaceutical care and healthcare services.
- Verified incoming goods against purchase orders and delivery documentation to ensure accuracy and compliance.
- Monitored inventory levels and generated purchase orders to maintain stock availability and prevent shortages.

EDUCATION

Pharmacist Professional Education Program Sept 2020 - Feb 2022

Muhammadiyah Prof. Dr. Hamka University

- Final GPA: 3.59
- Relevant coursework in Pharmaceutical Law and Regulation

Bachelor of Pharmacy Sept 2015 - Aug 2019

Muhammadiyah Prof. Dr. Hamka University

- Final GPA: 3.67

KEY SKILLS

- Regulatory Compliance (GDP/CDOB).
- Supply Chain Management.
- Vendor Sourcing & Coordination.
- Shipment Tracking & Monitoring.
- Inventory Management
- Supplier Qualification
- Organizational and time management skills.
- Corporate communications.

ADDITIONAL INFORMATION

Languages

- Indonesian (Native)
- English (Proficient)

Certification

- Registration Certificate of Pharmacist (STRA) - National Pharmaceutical Committee
- GDP Workshop Certificate - Himpunan Seminar Farmasi Distribusi