



ROSA OKTAVIANI

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SUMMARY

Procurement and Purchasing professional with hands-on experience in managing end-to-end procurement processes within manufacturing industries. Experienced in purchase requisition handling, supplier sourcing and evaluation, vendor coordination, import documentation, and SAP MM operations. Proven track record in maintaining 95%+ on-time material availability, managing 70+ Purchase Orders per month, and processing 1,000+ Purchase Orders within 6 months while ensuring accuracy and compliance with procurement procedures. Skilled in supplier management, cost-effective purchasing, process optimization, and cross-functional collaboration to support operational continuity.

WORK EXPERIENCE

FAGETTI GROUP

Jakarta, Indonesia

Procurement

Des 2025 – Juni 2026

- Manage procurement of spare parts and operational procurement requirements based on internal requests.
- Verify Purchase Requisitions (PR) by ensuring requirement accuracy, approval completion, and stock availability.
- Source and evaluate vendors based on pricing, lead time, service quality, and procurement compliance.
- Create and process Purchase Orders (PO) while coordinating with finance teams for budget execution and payment processes.
- Coordinate with vendors and internal teams to ensure timely procurement execution and material delivery.
- Ensured procurement documents such as invoices, delivery notes, goods receipt documents, and tax invoices were properly recorded and maintained.

Key Achievements

- Resolved long-standing outstanding procurement issues, improving process continuity.
- Achieved >90% PO completion within target lead time (<2 weeks).
- Processed 1,000+ POs within 6 months while maintaining accuracy and compliance.

PT POU YUEN INDONESIA

Cianjur, Indonesia

Purchasing

Des 2024 – Nov 2025

- Handled end-to-end purchasing process to support production, including stock verification, PO processing, and supplier coordination.
- Monitored material availability through SAP to ensure timely production fulfillment.
- Coordinated with 12+ suppliers and forwarders regarding ETD, shipment status, and import documents (Invoice, Packing List, BC 2.3, BC 2.7).
- Collaborated with warehouse and finance for material receiving, verification, and supplier payment processes.
- Created updated PO tracking, shipment schedule, and material monitoring reports for production planning.

Key Achievements

- Maintained >95% on time material procurement supporting production deadlines.
 - Handled 70+ PO per month with high accuracy in SAP.
 - Improved communication flow between Purchasing, Warehouse, EXIM, and Finance, accelerating invoice verification.
 - Developed a simplified PO recap and shipment monitoring template used by the team.
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SKILLS

- **Procurement & Supply Chain:**
Purchase Order Management, Supplier & Vendor Coordination, Import Documentation, Delivery Schedule Monitoring, Inventory Tracking, Lead Time Control, Negotiation Basics.
- **Tools:**
SAP MM (FMS & HANA), Microsoft Excel (VLOOKUP/HLOOKUP, PivotTable, Data Recap).
- **Soft Skills:**
Detail oriented, Analytical Thinking, Problem Solving, Time Management, Coordination, Adaptability..
- **Languages:**
Bahasa Indonesia (Native), English (Intermediate – Good Writing)

CERTIFICATIONS

Training Program: SAP FMS Transition to SAP HANA (FVB)–*Internal Company Training* Okt 2025
Sertifikat Microsoft Office Specialist - Certiport Des 2023

EDUCATION

Universitas Pendidikan Indonesia Bandung, Indonesia
Bachelor of Science (GPA 3.50/4.00) Sep 2020 – Aug 2024

ORGANIZATIONAL EXPERIENCE

Expo Kimia UPI 2022 Bandung, Indonesia
Secretariat Division Sep 2022 – Okt 2022

- Handled event administrative documents, participant data accuracy, and coordinated with crossfunctional committees.

Gerakan Mengajar Desa Cianjur, Indonesia
HRD Des 2021 – Jan 2022

- Managed volunteer coordination, conducted daily evaluations, and ensured teaching activities ran smoothly.



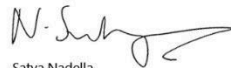
Rosa Oktaviani

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Word 2019 Associate

Word 2019

Date of achievement: December 28, 2023
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Satya Nadella
Chief Executive Officer

