



SALSABILA SA'ADIA YUDHA

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Civil Engineering graduate with 2+ years of experience in procurement administration and budget control within construction projects. Experienced in PR preparation, ERP-based PR-PO monitoring, vendor SPK management, and material specification verification to ensure compliance with approved budgets and project timelines.

EDUCATION

State Polytechnic of Malang

August 2019 - July 2023

Construction Engineering Management, 3.55/4.00

- High-achieving student in the academic field of the D-IV Construction Engineering Management program.
- Actively participated in more than 3+ campus activities, such as webinars, training, and internships.
- Relevance of coursework: Building Information Modeling (BIM), Project Planning, Cost Estimation, Decision Support Systems, Project Control.

INTERNSHIP EXPERIENCE

The Newton 2 Apartment Building Construction Project

July 2022 - October 2022

PT. Tatamulia Nusantara Indah

Quality Control Internship

- Successfully improved daily inspection time, achieving an increase of 10%.
- Developed organized daily reports in a more orderly inventory.
- Creating a work environment that is dynamic, productive, safe, and comfortable.
- Identified areas for quality improvement that led to cost savings by reducing material waste and rework.

WORK EXPERIENCE

November 2023 - Present

PT. Motive Mulia - Merah Putih Beton

Staff PPIC (Precast)

- Reviewed and verified budget allocation before raising Purchase Requisitions (PR), ensuring alignment with approved project cost plans valued up to IDR 1 billion per project
- Prepared and processed ± 30 PR per month and coordinated closely with Purchasing for smooth PR-to-PO conversion
- Monitored PR and PO approval status through ERP system, actively following up to minimize processing delays and maintain procurement timelines
- Validated material specifications prior to submission, reducing risk of incorrect purchasing and preventing potential cost discrepancies
- Administered and monitored ± 10 active vendor SPK (Surat Perintah Kerja), ensuring compliance with agreed terms & documentation standards
- Prepared weekly and monthly procurement monitoring reports, including PR/PO tracking, outstanding items, and budget utilization updates
- Coordinated with Engineering, QS, and vendors to align pricing references (AHS/BoQ), delivery schedules, and material requirements
- Conducted price comparisons and supported vendor evaluation based on project requirements
- Assisted in vendor coordination and basic negotiation for delivery timelines and material availability
- Maintained procurement and project documentation in ERP based systems to support reporting, audit readiness, and data accuracy

TRAINING

BIM WIKA E-Learning

January 2022

Basic Lower Structure 1 Building Modelling With AllPlan

Basic Lower Structure 2 Building Modelling With AllPlan

Basic Upper Structure 1 Building Modelling With AllPlan

Basic Upper Structure 2 Building Modelling With AllPlan

Lembaga Pengembangan Jasa Konstruksi (LPJK)

October 2023

Sertifikasi Kompetensi Supervisor K3 Konstruksi

SKALA Academy

September 2025 - November 2025

BIM Archicad Class

SKILLS

- ERP System
 - Material Specification Review
 - Procurement Documentation & Reporting
 - PR-PO Monitoring
 - Microsoft Office
 - Cost Awareness
 - Communication
 - Detail-Oriented & Organized
 - Adaptive and Responsive
 - Problem Solving & Decision Making
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LANGUAGES

- Bahasa
- English