

Deninda Firmanda Putri

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Jakarta Selatan



Central Administration and Procurement Specialist

EXPERIENCE

Central Administration and Procurement Specialist

September 2023 - Now

Wallstreet English Indonesia (PT Wahana Semesta Ilmu)

Procurement & Purchasing

- Develop, maintain, and enforce procurement and purchasing processes for both the Head Office and centers (branches).
- Prepare plans for the purchase of equipment, services, and operational supplies.
- Review, approve, or reject procurement requests in accordance with company policies.
- Issue Purchase Orders (PO) upon Director's approval.
- Purchase goods or services that meet the organization's standards for quality, quantity, and cost.
- Evaluate and negotiate contracts with vendors to secure favorable terms and conditions.
- Compare available goods and analyze industry trends to ensure cost-effectiveness.
- Track inventory and restock supplies (office stationery, center supplies, etc.) when needed.

General Affairs (GA)

- Monitor and ensure the availability of office and center inventory, including office supplies, pantry items, and refreshments for members.
- Manage and maintain stock supplies for centers to support daily operational needs.
- Supervise administrative staff to ensure timely and efficient delivery of administrative and operational support.
- Conduct routine checks of company assets and ensure proper documentation, traceability, and accountability.
- Oversee general office maintenance, facilities, and services to ensure smooth center operations.

Finance & Administrative Support

- Supervise the Central Administration Department to ensure effective administrative services for members, centers, and the Head Office.
- Manage and report petty cash to the Finance Department accurately and on time.
- Review and approve referral benefit claims, cancellations, and refund requests.
- Generate accurate and timely sales reports.
- Coordinate with Danacita (Fintech) regarding the blocking and unblocking process for members.
- Prepare additional reports as required by the Finance Department.

Operation Officer

December 2018 - October 2019

VFS Global Indonesia (PT VFS Indonesia Services)

- Document scrutiny and collection of application for visa processing
- Doing the biometric for the visa applicant
- Handle customer/applicant queries personally or via email and telephone
- Handle cash and bank related transactions if assigned and ensure 100% accuracy
- Record & maintain all application data. Ensure accurately & timely data entry into the system with zero

errors

- Ensure all administrations and logistics of passport delivery to consulate/applicant/logistic company etc. through quality checking
- Maintain compliance to the standard operating procedures, manuals, etc. without deviation in process
- Ensure that the entire process is completed within the mandated Turn Around Time
- Making daily report and report of a meeting

INTERNSHIPS

Intern Staff at Direktorat Eropa 2

March 2022 - June 2022

Kementerian Luar Negeri, Republik Indonesia

- Helping the Director and the staff to make analysing papers in regards of an issue
- Being involved in a meeting for making the minutes of meeting.
- Helping the Director and the staff to fill in a data matrix
- Helping the Director and the staff to design a poster.

Intern Staff at Bureau of Cooperation, Legal, and Public Relations

July 2018 - September 2018

Indonesian Institute of Sciences (LIPI)

- Making matrix data of all the cooperation that has been made
- Making matrix data of MoU
- Making Formal letter for a meeting
- Making report of a meeting
- Filing the data of MoU
- Mapping the cooperation data of a work units in LIPI
- Being involved in Monitoring Evaluation Meeting

EDUCATION

European Studies (Master's Degree)

2021 - 2024

Universitas Indonesia

GPA 3.82 of 4.00

International Relations (Bachelor's Degree)

2013 - 2017

Universitas Jenderal Soedirman

GPA 3.73 of 4.00

PROJECTS

Be a Hero - Operator (Volunteer)

January 2021 - June 2021

Cakrawala Bahasa

Indonesia

- Manage and operate online learning platforms (Zoom and Google Meet) to ensure smooth class delivery.
- Provide technical support to instructors and participants during online sessions.
- Document online learning activities and prepare class administration reports.

Dare to Dream Project Volunteer - English Teacher and Motivator

January 2015 - February 2015

AIESEC in Nanjing University

China

- Facilitated interactive and creative English learning sessions for local students.
- Empowered students to build confidence and enthusiasm in learning a foreign language.

- Promoted Indonesian culture and represented Indonesia in an international exchange program, fostering cross-cultural understanding among participants from diverse backgrounds.
- Collaborated with an international team to design and deliver engaging educational content.

AWARDS

- Beasiswa Unggulan from Kementerian Pendidikan dan Kebudayaan (2021)

CONFERENCES

The 1st International Conference in Social Science and Technology (INCOSST) - as Presenter
Ridwan Institute (2022)

The 6th International Conference on Strategic and Global Studies (ICSGS) - as Poster Paper Presenter
Sekolah Kajian Strategik dan Global, Universitas Indonesia (2022)

ORGANIZATION

Quality Manager of Talent Management

February 2016 - June 2016

AIESEC in Jenderal Soedirman University

As Quality Manager at AIESEC in Unsoed, I focused on Talent Management by supporting the recruitment process through candidate interviews. I was also responsible for maintaining member data and monitoring their well-being to ensure a positive organizational experience and continuous development.

Physical Marketing of Marketing and Communication

October 2025 - August 2025

AIESEC in Jenderal Soedirman University

As Physical Marketing Manager at AIESEC in Unsoed, I managed the production of promotional materials, both physical and digital. My responsibilities included reviewing and ensuring the quality of flyers, posters, and brochures before printing or publication, as well as producing organizational merchandise such as T-shirts, jackets, stationery, and stickers to support branding and operational needs.

Staff of Journalistic Division

November 2014 - November 2015

Korps Mahasiswa Hubungan Internasional (KOMAHI),
Universitas Jenderal Soedirman

During my time as a staff member of the Journalism Division at KOMAHI, I was responsible for managing the department's social media and bulletin board as communication and information platforms for students. I was also entrusted to serve as Head of Consumption and Fundraising for the Dare to Be Journalist event, overseeing logistics and catering needs while securing funds to support the event's implementation.

Liaison Officer

August 2016 - August 2016

Festival of Study Abroad (FOSA) oleh Badan Eksekutif
Mahasiswa (BEM) Unsoed

Head of Administration Division

June 2015 - May 2016

Committee of KKL HI Unsoed 2013 Goes to Thailand

Organizing Committee Vice President of Finance and Governance

December 2015 - March 2016

Purwokerto Youthspeak 2016 by AIESEC in Unsoed

Facilitator

November 2015 - November 2015

Outgoing Preparation Seminar by AIESEC in Unsoed

Head of Consumption and Fundraising

March 2015 - March 2016

Dare to Be Journalist? by Divisi Jurnalistik, KOMAHI Unsoed

Event Coordinator

Education Speak: EFEC Deliversion and AIESEC in Unsoed
Info Session

September 2015 - November 2015

Coordinator for Cambodia Booth

ASEAN Festival by Internasional Relations Unsoed 2013

March 2015 - May 2015

Staff of Consumption and Fundraising Division

OCEANS by KOMAHI Unsoed

March 2015 - May 2016

Head of First Aid Division

International Relations Friendship Night 2014 Committee

May 2014 - October 2014

LANGUAGES

Bahasa Indonesia - Native, Bahasa Inggris - Proficient

SKILLS

Software Skills: Microsoft Office (Word, Powerpoint, Excel, Outlook), Canva

Procurement and Purchasing Portfolio

Deninda Firmanda Putri

**Procurement Specialist | Vendor Management, GA & Finance
Administration**

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PROFESIONAL SUMMARY



Procurement Specialist with experience in purchasing operations, vendor sourcing, cost negotiation, and administrative support related to finance and general affairs. Skilled in managing procurement documentation, coordinating with finance for payment processes. and ensuring efficient purchasing workflows.



Core Skills:



Vendor sourcing & evaluation



Purchase order management



Cost negotiation



Procurement documentation



GA operational support



Coordination with finance team

Procurement Workflow Administration

1. Purchase Requisition (PR) Submission

- Users submit **Purchase Requisition (PR)** through ERWIN system.
- PR must include: item/service description, selected vendor with comparison, price details, payment terms, payment method, and reason for purchase.

2. Vendor Evaluation

- Minimum **3 vendor quotations** required to ensure price competitiveness and transparency.
- Vendor comparisons for recurring purchases are updated **every 6 months**.

3. Supporting Documents

PR must include required documents such as:

- Vendor quotation / proforma invoice
- Design mock-up (for design related procurement)
- Proof of damage (electronics/property/facilities)
- Director budget approval (for event-related purchases)

4. Approval Workflow

PR approval hierarchy:

Head of Department → Central Administration Department (CAD) → President Director

- **Purchase Order (PO)** can only be issued by **CAD via official email**.
- No procurement activity may begin before PO issuance.

5. Processing Timeline

- PR & PO approval processed within **1 working day** once requirements are complete.
- Requests submitted **after 2:00 PM** will be processed the next business day.

6. PO Adjustment

- Price increases require **new PR submission**.
- **Only CAD is authorized to adjust PO**.
- Adjustments allowed only for **e-commerce purchases (delivery/insurance fee changes)**.

Vendor Management Example

Case: Plant Rental Renewal

Vendor	Prices (IDR)	Total Monthly Cost (IDR)	Notes	Payment Terms
Alam Mekar Sejahtera	Large: 85,000; Small: 35,000; Exclusive: 150,000; Hanging: 50,000	10,855,000	Price includes ceramic pots; Plant maintenance & replacement every 2 weeks included.	Monthly; No VAT; WHT applies
Gardeningrat	Large: 140,000; Small: 75,000; Exclusive: 100,000–350,000 (size varies); Hanging: 60,000	18,625,000	Price excludes ceramic pots; Additional charges apply if pots needed; Maintenance every 2 weeks	Monthly; No VAT; WHT applies
Floria.id	Large: 100,000; Small: 55,000; Exclusive: 75,000; Hanging: 50,000	13,495,000	Price excludes ceramic pots; Additional charges apply if pots needed; Maintenance every 2 weeks	Monthly; VAT excluded; WHT applies

Decision:

Based on the comparison above, we recommend continuing the service with Alam Mekar Sejahtera, as they offer the most competitive overall pricing. In addition, their quotation already includes ceramic pots, which are not included in the proposals from the other vendors. Both alternative vendors would require additional costs for ceramic pot usage.

Cost Efficiency / Improvement

Case:

The company is currently undertaking significant budget efficiency measures. Consequently, the Director has requested to limit the plant rental budget to IDR 6,000,000 per month, reduced from the previous amount of IDR 10,855,000.

Action:

- Vendor evaluation
- Negotiated annual pricing contract

Result:

- The negotiation was successful in reducing the rental fee to IDR 6,000,000. Even though March is already halfway through, I managed to secure the adjusted rate for the billing period.
- The quantity of plants has been adjusted in accordance with our company's requirements.

Core Competencies

Key Strengths

- ✓ Detail oriented
- ✓ Strong vendor negotiation
- ✓ Cost efficiency mindset
- ✓ Cross-department coordination
- ✓ Procurement documentation management

