

SOFAN GELAR LANTIKA

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Target Position: Procurement | Purchasing | Supply Chain | Operational Staff

PROFESSIONAL SUMMARY

Results-driven Procurement & Supply Chain Professional with 7+ years of experience in pharmaceutical and industrial supply distribution serving palm oil, coal, nickel industries, and government institutions.

Strong expertise in end-to-end procurement, vendor management, cost negotiation, warehouse operations, and supply chain optimization. Proven track record in reducing procurement costs by up to 15%, cutting lead time by 25%, and improving inventory accuracy by 30%.

Highly adaptable professional with field and office experience, strong analytical skills, and ability to improve operational efficiency through structured systems and strategic sourcing.

CORE COMPETENCIES

- Strategic Sourcing & Procurement Planning
 - Vendor Selection & Performance Evaluation
 - Cost Negotiation & Cost Reduction Strategy
 - Supply Chain & Distribution Management
 - Inventory Control (FIFO, LIFO, Average Costing)
 - Warehouse Operations Management
 - Purchasing Documentation & Reporting
 - SOP Development & Process Improvement
 - Microsoft Office (Excel, Word, PowerPoint)
 - Team Coordination & Time Management
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PROFESSIONAL EXPERIENCE

PROCUREMENT STAFF

PT Legenda Utama – Bekasi, Indonesia
January 2020 – Januari 2026

- Reduced annual procurement costs by 10–15% through structured vendor comparison and effective negotiation strategies.
 - Managed end-to-end procurement cycle: sourcing, RFQ, price comparison, vendor selection, PO issuance, and delivery monitoring.
 - Onboarded and evaluated suppliers of medical equipment and pharmaceutical products for industrial and institutional clients.
 - Conducted vendor performance reviews to ensure quality compliance and service reliability.
 - Improved purchasing coordination by aligning demand forecasting with procurement planning.
 - Contributed to 25% lead time reduction through digital tracking and simplified approval processes.
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OPERATIONAL STAFF

PT Legenda Utama – Bekasi, Indonesia
January 2019 – Desember 2019

- Supervised daily operational activities including delivery preparation and team coordination.
 - Implemented structured shift scheduling system to improve workflow efficiency.
 - Selected cost-effective transportation methods to ensure timely delivery.
 - Improved operational efficiency and reduced shipment delays.
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HEAD OF WAREHOUSE

PT Legenda Utama – Bekasi, Indonesia
January 2018 – December 2018

- Reorganized warehouse layout to optimize storage capacity and workflow.
- Implemented FIFO, LIFO, and Average Costing methods to improve inventory turnover.
- Reduced warehouse discrepancies by 30% through routine stock audits and reporting system.
- Increased delivery accuracy by improving inbound and outbound tracking systems.

- Developed and enforced warehouse SOPs with full documentation compliance.
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ENTREPRENEURIAL EXPERIENCE

Owner – Bubur Ayam Baba

Bekasi, Indonesia | January 2024 – Present

- Manage full operational cycle including raw material procurement, supplier selection, food preparation, and customer service.
 - Apply supply chain principles to maintain stock availability and minimize material waste.
 - Control cost structure to maintain profitability and product consistency.
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EDUCATION

Bachelor of Communication

Universitas Prof. Dr. Moestopo (Beragama), Jakarta

2013 – 2017 | GPA: 3.30

CERTIFICATIONS & TRAINING

- Supply Chain Management Professional – ESAS Management (2024)
- ISO 45001:2018 Occupational Health & Safety Awareness – Makin Ahli (2024)
- ISO 14001:2015 Environmental Management – Makin Ahli (2024)
- SMK3 (PP No.50/2012) – Makin Ahli (2024)
- Diklat Ahli Kepabeanaan PPJK – CBM Institute (2025)
- Halal Slaughter Certification – BNSP (2025)
- Basic Speaking Program – Kampung Inggris (2023)