



SAFIRA ADINDA RACHMADINASYA

(+62)821-1266-6995 • safiraadinda10@gmail.com • <https://www.linkedin.com/in/safiradindar>

Supply Chain (Procurement) professional with hands-on experience in managing end-to-end purchasing processes. Skilled in vendor and data management, PO/RO handling, and urgent situations. Proven ability to improve procurement efficiency and support operational continuity.

EDUCATION

MUHAMMADIYAH PROF. DR.HAMKA UNIVERSITY [[Transcript](#)]

Sep 2019 – Jul 2023

Bachelor of Electrical Engineering / GPA: 3.72/4.00

- Creating and publishing a scientific journal titled “Measuring the Effectiveness of Masks Using a Microcontroller-Based Carbon Monoxide (CO) Detector on Conventional and Electronic Cigarette Smoke”.
- Participating in the Student Creativity Program with titled “Integration of Automatic Control System on Bus Stop Roofs”.

INTERNSHIP EXPERIENCE

BATAM AERO TECHNIC [[Certificate](#)]

Feb – Mar 2022

On the Job Training Engineering Avionic & Electrical

- Gained knowledge of aircraft maintenance programs, such as preventive and corrective maintenance.
- Gained knowledge of aircraft maintenance inspections, including minor and heavy maintenance.
- Gained knowledge about aircraft maintenance documents (AMM, CMM, IPC).
- Gained knowledge five engineering product documents (EA, EI, EO, ER, EE) and Taskcard.
- Learned how to evaluate a service bulletin document becomes a public evaluation.

WORK EXPERIENCES

BATAM AERO TECHNIC

Supply Chain Management (Procurement)

• PIC Vendor Purchase Order

Sep 2024 - Present

- Monitor material requisitions (RQ) generated by planning teams.
- Issue RFQ to qualified vendors and evaluate commercial and technical aspects including pricing, delivery terms, quality standards, warranty, and required certifications.
- Managed end-to-end Purchase Order (PO) process for hundreds vendor, ensuring procurement accuracy and operational continuity.
- Coordinated with cross-functional stakeholders and external vendors to ensure efficient and timely procurement execution.
- Resolved at least 5 discrepancy cases every day, improving order accuracy and reducing delays.
- Improved vendor on-time delivery performance up to 83% through proactive monitoring and structured follow-ups.
- Developed order tracking dashboard (Excel 365), accelerating reporting process by up to 90% and improving data visibility.
- Maintained >99% data accuracy in procurement transactions (currency, pricing, quantity) through validation and control mechanisms.
- Preparing weekly reports covering procurement progress, budget utilization, and conversion of requisitions into PO.

- Participating in the Stock Build Up project, ensuring adequate stock levels are maintained each month to meet management targets.
 - Led and coordinated team to streamline PO resolution process, reducing a backlog of 170k+ open PO to under 100. Significantly improving operational efficiency.
 - Contributing in the Material Cost Analysis project by calculating total part consumption cost per flight hour for each fleet type.
- **Chaser Long AOG** May - Aug 2024
 - Identify urgent operational material requirements and verify stock availability in inventory systems.
 - Coordinate with planning teams to align requisition priorities for critical items.
 - Expedite procurement and repair activities by coordinating with Purchasing (PO) and Repair (RO) teams.
 - Synchronize material availability with user teams to ensure immediate installation upon receipt.
 - Prepare and communicate daily progress updates to management and key stakeholders.
 - Support operational recovery activities and contribute to successful return-to-service of critical assets within targeted timelines.
 - **PIC Vendor Power Plant & Tools Management** Apr - May 2024
 - Manage Repair Orders (RO) for operational and maintenance-related components.
 - Review and evaluate vendor repair quotations to ensure technical and commercial compliance.
 - Coordinate end-to-end repair processes with vendors and internal stakeholders to meet operational delivery requirements.
 - Monitor Turnaround Time (TAT) and follow up on repair progress to mitigate schedule risks.
 - Coordinate with finance teams to facilitate timely payment submissions.
 - Ensure completeness, accuracy, and compliance of all procurement and repair documentation.

PT BATIK AIR INDONESIA

Mar - Apr 2024

Ground Handling Officer

- Verify passenger identify and baggage data, and assist passengers with online check-in (especially those without checked baggage) using the application in accordance with company Sop.
- Verify passenger's boarding passes before entering the aircraft and report the numbers of passengers - particularly elderly passengers, infants, and pregnant women - to the flight crew.
- Monitor the loading of baggage onto the aircraft.
- Coordinate with the catering team regarding passenger meals.
- Coordinate with the fuel provider regarding the required amount of fuel.
- Coordinate with mechanic team regarding the aircraft's technical condition.

ORGANIZATION EXPERIENCE

NGEDUKASI.IN [[Certificate](#)]

Oct 2021

- Communicating marketing activities (digital marketing) such as search engines, social media, video, and email marketing
- Conveying the characteristics that an entrepreneur must possess on Instagram.

OTHERS

Skills : Procurement Process, Vendor Negotiation, RFQ & PO Management, Data Management (Excel & Spreadsheet), Vendor Management, Process Improvement & Efficiency, Adaptive, Analytic, Responsible, Fast Learner.

Certification : Microsoft Excel 2016 Specialist [[Certificate MOS](#)], TOEFL [[TOEFL](#)], Oracle (Emro) [[EMRO](#)] for Purchasing or Procurement.

Language : Indonesia & English

Interest : Supply Chain Management, Procurement, Process Improvement & Operational Efficiency, Aviation, Technical Support, Manufacture, Business Support.