

Sheila Salsabila

0888-0800-1812 | [Linkedin](#) | shellasalsabila000@gmail.com | Bekasi, West Java

PROFILE

A highly dedicated and results-driven **Procurement and Project Management** professional with 2.5 years of experience in developing strategic procurement frameworks (SOPs/KPIs), supply chain efficiency, and cross-functional coordination. Proven ability to **mitigate purchase risk, lead operational teams**, and achieve significant performance metrics. Strong expertise in vendor negotiation and international sourcing (Asia). Ready to leverage a dual background in Procurement Supervision and Project Coordination to deliver optimal operational flow and strategic cost savings.

PROFESSIONAL EXPERIENCES

PT Synopsis Sinergi Digital

Procurement Supervisor

Jakarta, Indonesia

October 2023 – Mei 2025

- **Strategized & Led:** Developed and **implemented comprehensive SOPs and KPIs** that streamlined procurement workflow and enhanced team accountability, covering end-to-end purchasing.
- **Supply Chain & Inventory Oversight:** **Oversaw end-to-end supply chain management and controlled warehouse inventory** to ensure optimal material availability, data accuracy, and minimize stock discrepancies.
- **Negotiated & Managed Risk:** **Executed complex vendor negotiations** and strategic sourcing for goods that met specific technical requirements while aligning with predetermined budgets. **Pioneered risk analysis protocols** prior to purchases, effectively minimizing potential financial exposure and losses.
- **Dual-Category Purchasing:** **Managed and executed procurement for both Engineering and Non-Engineering goods**, demonstrating versatility in acquiring technical hardware, software licenses, and general operational supplies.
- **Cost Optimization & Compliance:** **Drove efficiency by implementing cost optimization strategies** across purchasing categories and **ensured 100% adherence** to internal procurement policies and external financial regulations.
- **Operational Leadership:** **Managed and directed 2 teams** in daily procurement operations, fostering an environment focused on efficiency, compliance, and resolving all arising procurement issues promptly.
- **Global Logistics:** **Coordinated international purchasing logistics** and managed complex customs clearance processes for imported goods.

PT Synopsis Sinergi Digital

Project Coordinator

Jakarta, Indonesia

June 2022 – December 2022

- **Executed High-Impact Project:** **Successfully managed a critical government project** involving the **deployment of over 250 devices** across Indonesia within a tight three-month deadline.
- **Cross-Functional Collaboration:** **Coordinated project schedules, allocated resources, and delegated tasks** effectively across internal divisions, serving as the central hub for communication to guarantee seamless execution.
- **Stakeholder Communication:** **Defined project scopes and objectives** by liaising directly with clients, ensuring all requirements and expectations were clearly met throughout the project lifecycle.

PT Synopsis Sinergi Digital

Procurement and administration Officer

Jakarta, Indonesia

Februay 2022 – September 2023

- **Optimized Sourcing:** **Established effective communication and successfully negotiated** purchasing terms with overseas suppliers (Indonesia, Singapore, China) for technical goods supporting key project implementations.
- **Financial & Compliance Administration:** **Managed financial documentation** (payments, taxes, excise) for procured goods and **maintained detailed, organized records** of project and procurement documentation.

- **Quality Assurance: Implemented quality checks** on all purchased goods to rigorously ensure adherence to project requirements and specifications.
- **Contract Drafting & Vendor Relations:** Drafted purchasing documents (RFQ, PO, vendor contracts) and performed ongoing vendor management to ensure smooth relations.
- **Administrative Support: Assisted in foundational HR administrative processes**, including initial candidate screening, coordinating interview schedules, and managing key documentation for employee onboarding/offboarding.

PT Meta Mata Indonesia

Partnership Officer

Bekasi, Indonesia

Nov 2021 – Mar 2022

- **Secured Strategic Partnerships: Established cooperation with 9 new partners** by identifying prospective organizations, pitching proposals, and negotiating contract terms to meet mutually beneficial agreements for collaborative events.
- **Project Administration: Managed direct communication with clients** to precisely identify requirements, **define project scopes**, and provide progress updates, while **handling essential administrative tasks** such as data analysis and archiving files.

ACHIEVEMENTS

- | | |
|---|------|
| • Top Hard Skill Synapsis 2024 (Q3) | 2024 |
| • Top Performance Synapsis 2023 (Q4) | 2023 |
| • Winner of Funding 'Pekan Kreativitas Mahasiswa' (PKM) PKMKC Category – National Level | 2021 |
| • Third Runner-Up of Appropriate Technology Innovation Creation Competition - Bekasi City Level | 2016 |

EDUCATION

Politeknik Negeri Jakarta

Associate's Degree in Electrical Engineering – Industrial Electronics (GPA 3.31 / 4.00)	2018 – 2021
---	-------------

SMK negeri 7 kota Bekasi

Teknik Otomasi Industry	2015 – 2018
-------------------------	-------------

Sertifikat Pelatihan

- | | |
|--|------|
| • Procurement Management – Udemy | 2026 |
| • Dasar Procurement & Purchasing Perusahaan – Ioda Academy | 2025 |
| • Project Management Fundamental – Ioda Academy | 2026 |

SKILLS

Leadership & Performance	: Team Leadership, Strategic Partnerships, Financial Administration.
Procurement Strategy	: SOP & KPI Development, End-to-End Procurement, Vendor Sourcing, International Negotiation (China, Singapore), Risk Analysis, Customs Clearance,
Project Management	: Cross-Functional Coordination, Resource Allocation, Project Execution, Client & Stakeholder Communication, Timeline Management, Reporting.
Software	: Microsoft Office (Word, Excel, PowerPoint), Google Workspace, ERP System
Language	: Bahasa Indonesia (Native), English (Professional Working Proficiency)