



BAYU FAJAR SIDDIK PANE

Senior Procurement & Operations Manager

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Summary

Results-driven Procurement and General Affairs Professional with over **20 years** of progressive experience spanning end-to-end supply chain management, facility administration, and B2B marketing. Proven track record in orchestrating high-value purchasing lifecycles, negotiating strategic vendor contracts, and optimizing operational workflows across diverse industries including EPC, manufacturing, and plantations. Certified in ISO 9001:2008 Internal Auditing and Tax Brevet A/B, combining strong regulatory compliance with cost-reduction strategies to drive seamless business operations and sustainable growth.

Education

Sahid University, Jakarta

S2 Communication Faculty

Gunadarma University, Jakarta

S1 Economic Faculty Majoring Management

Work Experience

General Purchasing Project

Jun 2023 – Sep 2024

PT TRINITY BERKAT ABADI

- Executed end-to-end purchasing procedures for heavy equipment projects, critically supporting the high-profile DSO Djarum Project in Ciawi, Bogor.
- Negotiated strategic equipment pricing and formulated comprehensive vendor contracts, ensuring cost-efficiency and compliance with project budgets.
- Evaluated and monitored local subcontractor performance on a weekly basis, securing the timely and safe delivery of materials to active construction sites.

Office Manager

Feb 2016 – Feb 2017

YAYASAN BHARATA SINDO

- Directed daily office operations and administrative functions for a service-oriented foundation, regulating scheduling, petty cash management, and corporate billing processes.
- Coordinated complex travel arrangements, international accommodations, and event logistics for Grand Masters and martial arts instructors conducting seminars in Indonesia.
- Orchestrated promotional martial arts demonstrations at prospective corporate clients, expanding the foundation's visibility and client base.

Purchasing Supervisor**Jun 2014 – Jun 2015****AW LAKE SPA PRODUCT AND CONCEPTS**

- Spearheaded the procurement of raw materials for cosmetic production, sourcing efficiently from both local and overseas vendors.
- Negotiated favorable terms of payment, aggressive pricing, and strict delivery schedules, significantly mitigating supply chain risks.
- Formulated strategic purchasing schedules aligned with manufacturing needs and presented regular inventory reports to the Production Manager to prevent stockouts.

Project Procurement Staff**Jun 2012 – May 2014****PT. SOILTECH INDONESIA**

- Managed the rapid procurement of specialized materials and equipment for critical soil improvement EPC projects.
- Streamlined rigorous vendor evaluation processes and drafted binding contracts to guarantee site readiness and project continuity.

General Affair And Administration Supervisor**Jan 2009 – Dec 2011****PT. BINTANG SAUDARA SEMESTA JAYA**

- Supervised corporate general affairs for a dental supplier, including comprehensive inventory maintenance and facility administration.
- Secured and maintained critical company licenses with government bodies, ensuring full legal compliance for medical instrument distribution.
- Facilitated executive travel arrangements and structured staff attendance tracking to boost internal administrative productivity.

Purchasing Staff**Jul 2008 – Nov 2009****PT. SAWINDO KENCANA, KENCANA AGRI GROUP**

- Sourced and evaluated new suppliers for palm oil plantation operations, streamlining the Request for Quotation (RFQ) and Purchase Order (PO) processes.
- Synchronized logistics operations and quality control checks to ensure the seamless and timely distribution of goods to remote site locations.

Marketing Administration Staff**Aug 2004 – Jul 2007****PT. MURFA SURYA MAHARDHIKA**

- Administered targeted B2B marketing strategies to government institutions across Riau, Jambi, Sumatra, and Kalimantan, promoting IT information systems.
- Generated comprehensive area visit reports and tailored project proposals, driving the end-to-end client transaction process.

Marketing Staff**Feb 2002 – Feb 2004****MORITANI & CO, Ltd**

- Collaborated with local contractors to supply essential equipment for prominent Oil and Gas projects, effectively expanding the Japanese trading company's market reach.
- Monitored critical equipment installation phases at key sites (e.g., PT Pupuk Iskandar Muda) and maintained robust communication to ensure optimal machinery performance.

Marketing Support Staff**Jun 2000 – Jun 2001***PT. SEPAKAT TATAKREASI*

- Expanded the B2B customer base within the food and electronic manufacturing sectors for industrial conveyor belt products across the Greater Jakarta area.

Certifications and Achievement

- ISO 9001:2008 Quality Management System & Internal Audit Training, PT. Arttic Global Persada, Sep 2012
- Business English Course, EF Jakarta, 2003
- Tax Consultant Brevet A, UNIKA Atmajaya Jakarta, 2003
- Tax Consultant Brevet B, UNIKA Atmajaya Jakarta, 2001
- Automation and Business Research Course, Gunadarma University, 1998

Software Skills

Microsoft Office Suite | Internet & Email Operations | Procurement & ERP Systems (Familiarity)

Hard Skills

End-to-End Procurement | Vendor Management & Negotiation | Contract Administration | General Affairs Operations | ISO 9001 Internal Auditing | B2B Sales & Marketing | Tax Consultation (Brevet A/B)

Soft Skills

Cross-Functional Coordination | High Integrity & Commitment | Proactive Problem Solving | Strategic Adaptability | High-level Communication