

Putri Yunianingsih

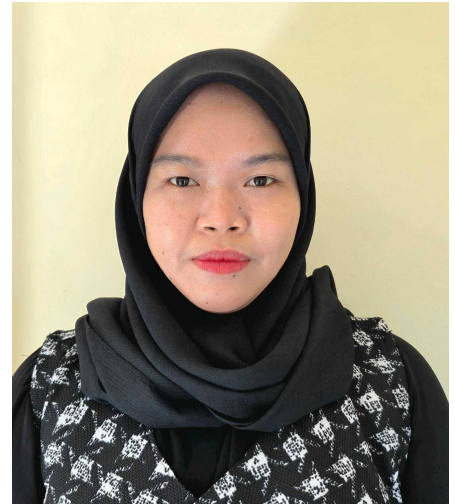
Bachelor of Pharmacy with professional experience in Purchasing Administration within the pharmaceutical industry. Skilled in purchasing administration, supplier coordination, document management, and cross-functional collaboration. Detail-oriented, responsible, and adaptable, with strong organizational, communication, and problem-solving skills.

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WORK EXPERIENCE



Purchasing Administration Staff- PT. Promedrahardjo Farmasi Industri

Nov 2023 - Present

- Managed Purchase Requisitions (PR) and Purchase Orders (PO) for multiple departments, ensuring timely and accurate procurement processes.
- Coordinated and followed up with suppliers regarding delivery schedules, order status, and supplier qualification and regulatory documents to ensure timely material availability and document completeness.
- Reviewed, maintained, and monitored the validity of supplier qualification documents, including CoA, GMP Certificates, MSDS, Halal Certificates, DMF, and other regulatory documents, ensuring compliance with company and regulatory requirements.
- Coordinated invoice verification, Delivery Orders (DO), and tax invoices with the Finance and Accounting departments to ensure accurate and timely payment processing.
- Coordinated the receipt of raw materials, packaging materials, and other purchased goods while ensuring documentation accuracy and compliance with procurement procedures.
- Resolved discrepancies related to Purchase Requisitions (PR), Purchase Orders (PO), supplier documentation, and delivered goods through effective coordination with suppliers and internal stakeholders.
- Maintained and organized purchasing documents, including Purchase Orders (PO), invoices, Delivery Orders (DO), and supplier documentation, ensuring document completeness and proper filing.
- Collaborated with cross-functional teams, including Warehouse, Quality Assurance, Regulatory Affairs, Finance, and other departments, to support procurement activities and ensure smooth business operations.
- Supported ad hoc procurement and administrative assignments as directed by management.



Pharmacist Assistant (Maternity Leave Freelancer) - Viva Apotek Grand Galaxy

Aug 2023 - Sept 2023

- Prepared the pharmacy for daily operations and ensured product availability.
- Assisted customers by providing information on the proper use and administration of medications.
- Processed online and offline customer orders, including e-commerce order fulfillment and product packing.
- Monitored product expiration dates and maintained inventory accuracy through regular stock checks and stock opname.



E-Commerce Product Directory Staff - PT. SehatQ Harsana Emedika

Mar 2022 - Jun 2023

- Created and maintained product catalogs by mapping SKUs and verifying product information.
- Managed digital product master data, ensuring accurate, complete, and informative content.
- Proofread product descriptions to ensure grammatical accuracy, consistency, and content quality.
- Identified content issues and proactively followed up on resolutions to improve data accuracy and user experience.



Pharmacist Assistant in Pharmacy Warehouse - Bunda Menteng Hospital (BMHS)

Aug 2019 - Mar 2022

- Prepared and distributed medications and medical supplies according to requests from hospital units.
- Dispensed medications for inpatients in accordance with hospital procedures.
- Prepared medications and medical devices for surgical procedures.
- Managed vaccine distribution and inventory for COVID-19 and non-COVID-19 vaccination programs.
- Performed inventory control and stock opname to ensure inventory accuracy.
- Operated automated pharmacy storage and dispensing systems while ensuring accurate dispensing documentation.



Medical Sales Representative - PT. Pratapa Nirmala (Fahrenheit)

Jul 2018 - Apr 2019

- Built and maintained good relationships with doctors, pharmacies, clinics, and hospitals.
- Promoted pharmaceutical products and provided product information to doctors, pharmacists, and other healthcare professionals.
- Achieved monthly sales targets through effective communication and customer relationship management.
- Participated in medical events and product presentations to promote pharmaceutical products and strengthen customer relationships.

SKILLS

Soft Skill

- Attention to Detail
- Communication
- Teamwork
- Time Management
- Problem Solving
- Organizational Skills
- Adaptability
- Responsibility

Technical Skills

- Purchasing Administration
- Purchase Requisition (PR)
- Purchase Order (PO)
- Purchasing Documentation
- Supplier Documentation
- Supplier Coordination
- Microsoft Excel
- Microsoft Outlook
- Microsoft Word
- Google Sheets
- Teramedik Healthcare System
- CMS (Content Management System)
- RMS (Retail Management System)

EDUCATION

Bachelor of Pharmacy

University of 17 Agustus 1945 Jakarta

2013 – 2017 | GPA: 3.39/4.00