

Nurul Putri

 Nurul Putri |  nurulputrinp29@gmail.com |  +62-851-5081-1874

SUMMARY

Industrial Engineering graduate with hands-on experience as a PPIC Intern in a manufacturing environment. Skilled in production planning support, Work Order monitoring, material checking, and cross-functional coordination using SAP and Microsoft Excel. Detail-oriented and adaptable with strong communication and operational reporting skills.

WORK AND INTERNSHIP EXPERIENCE

Bantex Indonesia - Production Planning and Inventory Control Apr - May 2026

- Monitor and release Work Orders (WOs) based on demand and production priorities.
- Coordinate with the production, warehouse, and purchasing teams regarding material availability and production schedules.
- Ensure material availability by checking inventory and monitoring outstanding orders using SAP and Microsoft Excel.
- Prepare and update production reports, delivery schedules, and material status on a regular basis.
- Support smooth operations through cross-departmental communication and expediting follow-up on production issues.

Bawadi Royal Group - Administrator Nov 2025 - Apr 2026

- Managed daily operational administration and data input using Microsoft Excel and Google Sheets.
- Assisted in stock monitoring and inventory recording to support operational activities.
- Prepared sales, attendance, and operational reports regularly.

Toko Serba Ada - Retail Cashier Jun 2024- Oct 2025

- Managed daily sales transactions and simple financial records accurately.
- Assisted with stock checking and reconciliation of sales data.
- Handled cash and non-cash transactions while providing customer service.

PT. Pos Indonesia - Customer Service Aug - Dec 2023

- Verified customer data and documents before processing service transactions.
- Managed transaction records and operational administration in accordance with company procedures.
- Handled document filing and assisted customers while maintaining data accuracy and professionalism.

EDUCATION

2020 - 2025 Bachelor of Industrial Engineering at **Syiah Kuala University** (IPK: 3.32/4.00)
2017 - 2020 High School at **SMAN 1 Banda Aceh**

ORGANIZATIONAL EXPERIENCE

HMTI USK - Member of the Information and Communications Division Jan - Dec 2021

- Supporting the documentation and publication of organizational activities.
- Participating in the conduct of meetings and student association activities.

SKILLS

- SAP Basic
- Microsoft Excel
- Microsoft Office
- Google Workspace
- Production Planning Support
- Work Order Monitoring
- Inventory Monitoring
- Data Entry and Reporting
- Operational Administration
- Communication and Coordination
- Problem Solving
- Time Management