

ANNISA PUSPA RANTI

Product & Purchasing

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SUMMARY

A highly motivated and detail-oriented professional with 4+ years of experience in Product & Purchasing Administration, procurement processes, and customer engagement. Experienced in supporting end-to-end procurement processes, from purchase order (PO) creation to delivery monitoring and supplier administration. Skilled in managing inventory and sales operations, coordinating with cross-functional departments, and supporting business growth through effective communication and problem-solving. Proven ability to analyze market trends, maintain accurate documentation, and build strong relationships with both customers and suppliers. Passionate about continuous learning and delivering excellent results in fast-paced environments.

EXPERIENCE

PT SELULAR INDO PRATAMA

Purchasing Specialist | Jun 2026 - Now

- * Managed end-to-end procurement process including demand planning, stock allocation, vendor coordination, and purchase order (PO) execution to support multi-store operations.
- * Performed data analysis on sales (sell-out), inventory levels, and Weeks of Supply (WOS) using SQL and Microsoft Excel (Pivot Tables, Lookup, Automation) to optimize stock planning and replenishment.
- * Maintained and updated vendor price lists, promotional programs, and cost structures to ensure competitive purchasing and margin control).
- * Coordinated with key vendors (Apple, Oppo, Motorola, Xiaomi) for quotation, negotiation, and proforma invoice (PI) processing to ensure timely and accurate procurement.
- * Managed high-volume purchasing transactions and ensured accuracy in documentation, approval workflow, and system input.
- * Collaborated with Finance for Cash Before Delivery (CBD) planning, ensuring timely payment processing and smooth supply chain flow.
- * Developed automated Excel-based reporting tools (price list database, purchase tracking, and stock analysis) to improve efficiency, reduce manual errors, and support decision-making.

Key Achievements:

- * Improved inventory accuracy and stock availability by implementing data-driven stock allocation and monitoring system.
- * Successfully supported consistent product availability across stores, contributing to overall sales performance.

PT Distributor Gadget Indonesia

Product & Purchasing Admin | Nov 2021 - Jun 2026

- * Managed daily stock updates, sales records, daily data processing, and purchase transactions.
- * Conducted market price analysis and competitor comparison.
- * Negotiated with suppliers and prepared purchase orders (PO).
- * Submitted and monitored payments.
- * Maintained filing systems and documentation, verified supplier invoices and delivery notes to ensure accuracy between purchases and received goods.
- * Created Invoices (Purchase Invoice, Sales Invoice, Return Purchase Invoice).
- * Coordinated with Finance Department for payment processing and tax invoice validation with Tax & Accounting Department.
- * Handled returns, refunds, deposits, and monitored incoming goods.
- * Performed general administrative and documentation tasks related to Product Admin.

Key Achievements:

- * Managed the creation and processing of 100–150+ Purchase Orders per month, handling a total volume of 10,000–30,000 units across various product categories.
- * Maintained strong relationships with 30+ suppliers, ensuring efficient procurement operations and on-time delivery performance.

EDUCATION

Universitas Teknologi Yogyakarta

S1 Sistem Informasi | Sep 2016 - Feb 2021

IPK: 3.82 / 4.00

SMK AL-MUHADJIRIN

Rekayasa Perangkat Lunak | Jul 2013 - Apr 2016

SKILLS

- | | |
|------------------------------------|--|
| • Purchasing & Procurement Process | • Customer Relationship Management (CRM) |
| • Inventory Control | • Microsoft Excel |
| • Negotiation Skills | • Attention to Detail |
| • Data analysis | • MySQL |
| • Analytical Skills | • Administration & Data Reporting |
| • Teamwork | |

TRAINING & CERTIFICATIONS

Data Analytics & Business Data Analytics

Digital Talent Scholarship | Aug - Sep 2025

Membuat Website dan Katalog Online bagi Desainer Website

Karier.mu | Aug 2022

HONOR-AWARDS

DataPrint Scholarship

Recipient of the Dataprint Scholarship, awarded by Dataprint Indonesia (Dec 2019)

PPA Scholarship

Recipient of the Academic Achievement Improvement Scholarship (PPA) awarded by the Ministry of Research, Technology, and Higher Education of the Republic of Indonesia (Dec 2019)

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ORGANIZATIONAL EXPERIENCE

Volunteer Mental Health Promoter

Lingkar Psikologi | Oct 2020

Treasurer

Himpunan Mahasiswa Sistem Informasi (HMSI) | Aug 2018 - Jul 2019

1. Managed and recorded organizational financial transactions, including income and expenses, in an accurate and timely manner.
2. Prepared periodic financial reports to ensure transparency and accountability of funds.
3. Oversaw budget planning and allocation for organizational activities and events.
4. Monitored cash flow and maintained proper documentation of receipts, invoices, and payment records.
5. Coordinated with internal committees regarding budget usage and financial approvals.
6. Ensured compliance with organizational financial policies and procedures.

LINK PORTFOLIO

• <https://www.linkedin.com/in/annisa-puspa-ranti/>