

# FLAVIO GUNAWAN

## Purchasing & Procurement Officer

+6281285955626 | [flavioaghni@gmail.com](mailto:flavioaghni@gmail.com) | [linkedin.com/in/flavio-aghni](https://www.linkedin.com/in/flavio-aghni) | Jakarta, Indonesia

### PROFESSIONAL SUMMARY

Detail-oriented operations and procurement professional with 6+ years of experience coordinating purchasing processes, managing vendor relationships, validating invoices, and ensuring accurate documentation in multi-site environments. Skilled in sourcing and evaluating suppliers, analyzing quotations, and coordinating between internal teams and vendors to ensure materials are procured on time, at the right quality and price. Experienced with end-to-end procurement workflows (PR to PO), supplier database management, and procurement reporting using Advanced Microsoft Excel and ERP systems. Strong negotiation, analytical, and communication skills with full professional English proficiency

### CORE COMPETENCIES

- |                                   |                                      |                                 |
|-----------------------------------|--------------------------------------|---------------------------------|
| • End-to-End Procurement          | • Vendor Sourcing & Evaluation       | • Supplier Negotiation          |
| • Quotation Analysis & Comparison | • Supplier Database Management       | • Purchase Order Monitoring     |
| • Invoice Reconciliation          | • Cross-functional Coordination      | • Procurement Documentation     |
| • Advanced Microsoft Excel        | • ERP System (Infor Visual, Nexsoft) | • Budget Planning & Forecasting |

### PROFESSIONAL EXPERIENCE

#### Production & Operations Administrator

May 2022 – Present

*PT Halley and Mellowes Australasia – Jakarta, Indonesia (Remote | Australian Mining & Heavy Industry Operations)*

- Managed end-to-end purchase order lifecycle from PR to PO issuance, ensuring accuracy of material specifications, quantities, and pricing against contractual terms across multiple operational sites.
- Sourced, evaluated, and coordinated with suppliers to obtain the best price, quality, and delivery terms; maintained and updated a structured supplier database within ERP systems for performance tracking.
- Reconciled supplier invoices against delivery documentation, identifying discrepancies and ensuring accurate, timely payments — directly mirroring purchasing staff billing responsibilities.
- Analyzed and compared multiple vendor quotations to support procurement decisions and ensure cost-effective sourcing aligned with operational requirements.
- Coordinated closely with internal teams (Operations, Finance, Warehouse) to understand material specifications, requirements, and project timelines to ensure timely procurement.
- Monitored purchase orders and proactively followed up with vendors to ensure on-time delivery and compliance with agreed specifications and quality standards.
- Ensured all procurement activities and documentation complied with company policies and audit requirements, maintaining meticulous digital and physical records.
- Prepared weekly and monthly procurement and operational reports using Advanced Excel dashboards, covering invoice aging, workforce costs, and delivery status for management review.

#### Head of Administration

Oct 2019 – May 2022

*PT Sinar Rejeki Sumber Makmur – Sukabumi, Indonesia (FMCG Distribution)*

- Developed monthly purchase forecasts based on historical sales data, supporting budget planning and ensuring timely procurement of materials to meet operational and stock requirements.
- Managed accounts payable (AP) processes including invoice validation, supplier payment monitoring, and follow-up — ensuring accuracy and compliance with procurement procedures.
- Maintained organized and audit-ready documentation of contracts, purchase orders, invoices, and vendor correspondence in both digital and physical archives.
- Coordinated with sales, warehouse, and finance teams to resolve discrepancies in orders, deliveries, and billing, ensuring smooth procurement workflow and data consistency.
- Conducted monthly stock opname to align system inventory with actual stock levels, supporting accurate procurement planning and minimizing over/under-ordering.

- Processed procurement-related tax data through DJP e-Faktur, ensuring full compliance with Indonesian tax regulations.
- Supervised a team of 7 administrative staff, maintaining accuracy in data entry, documentation, and procurement reporting standards.

## EDUCATION

---

**Bachelor of Accounting (In Progress) – GPA 3.80/4.00 (Cum Laude)**

Jul 2023 – Present

*Universitas Terbuka – Jakarta, Indonesia*

## CERTIFICATIONS & LANGUAGES

---

**TOEFL ITP Score 563** – Full Professional Proficiency (Sep 2025) *Credential:* [TOEFL ITP](#)

**Languages:** English – Full Professional Proficiency | Bahasa Indonesia – Native

## TOOLS & SYSTEMS

---

Microsoft Excel (Advanced: dashboards, reconciliation, reporting) | ERP: Infor Visual, Nexsoft Distribution System  
| DJP e-Faktur | Microsoft Outlook, Teams, Gmail, Zoom | ClickUp (task & workflow tracking)