

Wina Pramuditya Anggono Raras

+628-3121-3918-26 | winapramuditya.a@gmail.com | West Jakarta, DKI Jakarta

PROFILE

A highly motivated person who graduated at civil engineering major with little experiences such as managing administration of project stuffs, compiling project reports, and coordinating with internal-external parties. Interested to advance a professional career in the field of procurement, purchasing, civil engineer, building management, infrastructure, and administration.

PROFESSIONAL EXPERIENCES

PT. Eka Bogainti

Procurement Infrastructure Staff (Full Time, Onsite)

October 2025 – Now

- Collaborated with engineering, design, and development teams to understand technical specifications and requirements for projects materials
- Negotiated quotations, terms, and contracts with more than 10 active vendors to secure favorable conditions for the company
- Managed user need meet the costs and ensure the budget remains in accordance with the projects plan that has been set
- Supported the preparation and issuance of purchase requests, purchase orders, and contracts.

CV. Diyara Prima Pedia

Procurement Staff (Full Time, Onsite)

January 2023 – August 2025

- Managed company operational needs, handling an average of almost 100 purchase items per month
- Ensured all purchases received management approval, reducing incorrect orders to only maximum 3 cases per year
- Verified that goods were received in good condition, with approximately 80 on-time deliveries per month
- Built and maintained relationships with more than 10 active vendors to ensure smooth supply chain operations.
- Negotiated contracts, achieving annual cost savings of IDR 100.000.000
- Managed over 150 monthly transaction documents (Invoices, Bills, Purchase Orders) with structured record-keeping.
- Monitored inventory availability for over 100 active stock units, ensuring no critical stockouts occurred.

PT. Elnusa, Tbk.

Jr. Civil Engineer (Project Based, Onsite)

September 2022 – November 2022

- Provided support to Project Manager for day-to-day task of the project
- Prepare and create some relative documents to make Budget Estimate Plan and or Bill of Quantity
- Assisted the Senior Civil Engineers in making shop drawings using AutoCAD for clients
- Prepared project budgets (RAB) based on working drawings with actual cost deviations of approximately 3–5%.
- Created and monitored project S-curves to ensure construction progress aligned with targets, with maximum delays of less than one week.
- Made project documentation and archived the stock-opname reports accurately

PT. Mulia Permai Laksono*Jr. Civil Engineer (Internship)**August 2020 – October 2020*

- Ensured the workers apply the safety equipment correctly to minimize work accident
- Assured the work is completed in scheduled time and plan
- Maintained all records of work executed and checked such as post concrete inspections, material reconciliation, etc

EDUCATION

Jambi University*Bachelor's Degree in Civil Engineering – GPA 3.33 / 4.00**2017 – 2022***CERTIFICATION**

- *Sertifikat Keterampilan Kerja Pelaksana Bangunan Gedung (Pekerjaan Gedung Kelas 1)*
- *Sertifikat Pelatihan Lengkap : Autocad 2D, Sketchup 3D, Rendering Blender, dan RAB dengan Studi Kasus Rumah 2 Lantai di Lahan Sempit*
- *Sertifikat Pelatihan Project Scheduling & Controlling dengan Microsoft Project (Kelas Beginner to Intermediate)*

SKILL

Skill : Attention to Detail, Passion to Learn, Administration, Analysis, Critical Thinking, Problem-Solving, Communication, Teamwork, Planning & Organizing

Software : Microsoft Office (Word, Excel, PowerPoint), Google Workspace, AutoCAD

Language : Bahasa Indonesia (Native), English (Intermediate – TOEFL Score 540)