

MOH YUSUF

muhamadyusuf03112001@gmail.com | 081283195760 | Sukabumi, Indonesia | linkedin.com/in/moh-yusuf

PROFESSIONAL PROFILE

Informatics Engineering graduate (GPA 3.75) with hands on experience in spare part administration and inventory management at a manufacturing environment (PT. Kino Indonesia Tbk). Proficient in SAP for inventory and procurement workflows, and experienced in managing min/max stock, safety stock, slow-moving, fast-moving, and bad stock analysis. Achieved zero findings and zero discrepancies during an external audit covering both spare part records and documentation. Comfortable producing structured reports in Excel, coordinating across divisions via Microsoft Teams and Outlook, and maintaining data accuracy in a process-driven environment. Certified in SAP and committed to operational excellence.

WORK EXPERIENCE

Engineering Administration Intern PT. Kino Indonesia Tbk	<i>November 2025 – May 2026</i> Sukabumi, Indonesia
- Managed spare part inventory records in SAP, covering stock tracking, procurement monitoring, and data accuracy across the engineering department. - Monitored and maintained min/max stock, safety stock parameters, and analyzed slow moving, fast moving, and bad stock conditions to support inventory optimization and uninterrupted production supply. - Achieved zero findings and zero discrepancies in spare part records and documentation during the company's external audit ensuring full compliance across stock data and administrative files. - Produced weekly and monthly inventory reports and procurement expense summaries in Excel (Pivot Tables, VLOOKUP) for management review and budget tracking. - Participated in periodic stock opname and physical inventory verification on the factory floor, reconciling system data with physical count to minimize discrepancy. - Coordinated with procurement and engineering teams via Microsoft Teams and Outlook to process spare part requests, monitor budget usage, and ensure compliance with company SOPs. - Handled day to day administrative tasks in the engineering department, ensuring smooth operational workflow in accordance with established procedures.	

EDUCATION

S1 Informatics Engineering Universitas Teknologi Bandung GPA: 3.75 / 4.00	<i>September 2021 – November 2025</i> Bandung, Indonesia
---	---

SKILLS

Inventory	Min/max stock management, safety stock, fast-moving, slow moving & bad stock analysis, stock opname, physical verification
Administration	Procurement support, SOP documentation, budget monitoring, data management & reporting, vendor coordination
Software	SAP (inventory & procurement modules), Microsoft Excel , Microsoft Teams & Outlook, Microsoft Office Suite, AI for Analisis tools (Chatgpt, Claude Ai, Gemini AI)
Interpersonal	Cross-team coordination, detail-oriented work, structured communication, adaptable in fast-paced environments
Languages	Indonesian (Native) English (Intermediate)

CERTIFICATIONS

SAP Training (System Applications and Products in Data Processing)	PT. Kino Indonesia Tbk	2026
Disney - Customer & Professional Work Culture	PT. Kino Indonesia Tbk	2025
ISO 14001 Environmental Management System	PT. Kino Indonesia Tbk	2025
Data Science Fundamentals	Dicoding	2025