

RIFKI SEPTIANSYAH

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PROFILE



Procurement and production professional with over 4 years of experience in vendor management, production planning, and inventory control. Proven ability to coordinate end-to-end production processes, negotiate with vendors, validate inventory data and invoices, and ensure timeliness and quality of production outcomes. Skilled in using SAP systems and other digital tools. Adept at working under pressure, collaborating effectively within teams, and focusing on optimizing procurement processes to achieve cost efficiency and improve overall business performance.

PROFESSIONAL EXPERIENCE

PT. Ciomas Adisatwa (Japfa Food Solution) April 2026 – Present
Production Planning & Inventory Control (PPIC)

- Develop production plans based on demand forecasts, sales orders, customer requirements, production priorities, and manufacturing capacity to ensure optimal resource utilization and on-time product delivery.
- Manage the availability of Raw Materials, Packaging Materials, and Intermediate Materials by monitoring inventory levels, coordinating procurement activities, and ensuring all required materials are available before production begins to prevent production downtime.
- Monitor and control inventory levels by analyzing stock movements, consumption trends, safety stock, reorder points, and inventory turnover to maintain an optimal balance between production requirements and inventory costs.
- Coordinate closely with Purchasing, Warehouse, Production, Quality Control, and Suppliers to ensure timely material procurement, accurate inventory transactions, and smooth production execution according to the production schedule.
- Develop and monitor Material Requirements Planning (MRP) by calculating material requirements, reviewing production demand, generating purchase requirements, and ensuring all materials are procured and delivered according to the production timeline.
- Oversee the receipt, storage, usage, and movement of materials to ensure inventory accuracy, material traceability, compliance with company procedures, and proper inventory management practices.
- Analyze material aging, slow-moving inventory, excess stock, and obsolete materials, identify root causes, and provide recommendations to optimize inventory levels, reduce waste, and improve overall inventory efficiency.
- Monitor production progress by comparing actual production performance against the production plan, identifying production bottlenecks, and adjusting schedules or material allocation to minimize delays and maximize productivity.
- Validate stock opname (physical inventory count) results by reconciling physical inventory with ERP or warehouse management system records, investigating discrepancies, and implementing corrective actions to maintain inventory accuracy.
- Prepare and analyze reports related to material consumption, inventory status, production performance, inventory accuracy, and production planning to support operational monitoring and management decision-making.

PT. Gema Mulia Semesta (Souvia) Sep 2023 – April 2026
Vendor Management Strategist (VMS)

- Successfully managed and coordinated production processes by allocating workloads across multiple vendors, achieving **95% on-time delivery** and up to **10% cost efficiency**.
- Planned and supervised sewing production targets with strict quality control, resulting in a **15% reduction in product defects** and higher customer satisfaction.
- Conducted accurate production cost estimations with less than **5% deviation**, supporting more precise budgeting and pricing decisions.
- Oversaw purchase order control, updated order tracking, and ensured timely vendor payments, strengthening vendor partnerships and improving operational smoothness by **20%**.
- Identified bottlenecks in production workflows and developed alternative solutions, reducing production downtime by **12%**.
- Prepared reports and delivered strategic recommendations to top management, contributing to more effective production planning and the expansion of **3 new vendor partnerships**.

- Designed solutions to support sales requirements by addressing production challenges such as raw material shortages, workforce limitations, machinery, and capital constraints, achieving **90–95% sales target fulfillment** on a monthly basis.

Alwa Corp. (Alwa Hijab) – Bogor, Jawa Barat

Mei 2021 – Sep 2023

PPIC Coordinator (Planning Product Inventory Control)

- Planned and supervised production processes from raw materials to finished goods according to company schedules and demands.
- Coordinated and negotiated production timelines and costs with vendors for cost-efficient outcomes.
- Validated warehouse stock opname data and ensured raw materials were available for production needs.
- Oversaw product quality and verified vendor invoices before submission to the finance department.

Alwa Corp. (Alwa Hijab) – Bogor, Jawa Barat

Mei 2021 – Sep 2023

R&D Coordinator

- Developed and managed product development timelines to ensure on-time delivery of new product launches.
- Created 2D visual Product Instructions (PIs) as technical guides for internal production teams and vendors.
- Designed detailed elements of products, including embroidery and accessories, to enhance aesthetics and marketability.
- Maintained regular communication with vendors to ensure production met design specifications and quality standards.

Alwa Corp. (Alwa Hijab) – Bogor, Jawa Barat

Sep 2019 – Mei 2021

R&D Administration Staff

- Handled all administrative operations within the R&D Department, including documentation, data processing, and product research filing.
- Responsible for new product data entry and updating product development information and managed petty cash transactions and recorded all departmental administrative activities.
- Supported R&D team operations by maintaining organized documentation and smooth administrative workflow.

CERTIFICATIONS

- *Technical Training in Sales & Marketing* – Plan International Indonesia Foundation
- Jul 2022

EDUCATION

STIE GICI Business School

2025

Bachelor’s Degree in Business Management (3.75/4)

SMK Terpadu Al-Ittihad

2018

Vocational High School – Office Administration

SKILL

HARD SKILL

- Desain (Corel Draw, Clo 3D)
- Pattern Produk
- SAP
- Suply Chain & Production Sistem
- Microsoft (Microsoft Word, Power Point, Excel)
- Google Workspace (Docs, Slides, Spreadsheet)

SOFT SKILL

- Analytical Thinking
- Attention to Detail
- Time Management
- Ability to Work Under Pressure
- Team Collaboration
- Creativity

LANGUAGE SKILL

- Indonesian (Native)
- English (Intermediate Proficiency)