

PUTRI ELSHA ARINTA

Bogor, Indonesia

(+62) 815-1752-2404 | arintaelsha27@gmail.com

EXPERIENCE

PT Kerinci Merangin Hidro – Bogor, Indonesia

Commercial & Contract Admin | Jul 2022 – Now

- Managed end-to-end procurement for local and import purchases by comparing vendor quotations, issuing Letter of Award (LoA), and drafting Sales & Purchase Agreements, supporting delivery of 100+ contracts and goods to project site.
- Monitored manufacturing, testing, shipping, and site delivery stages by coordinating with vendors and internal teams, ensuring goods arrived on schedule and in compliance.
- Improved management visibility by preparing weekly procurement progress reports for management and site teams, supporting faster coordination and issue resolution.
- Issued and administered trade finance instruments (L/C and SKBDN) with banks to support vendor payments, while tracking payment progress to ensure timely settlement.
- Negotiated and coordinated issuance of Bank Guarantees (Performance Bond & Warranty Bond), reducing contractual risk for the company.
- Processed Purchase Requisitions (PR) and monitored Purchase Orders (PO) using Oracle ERP, helping maintain accurate procurement records and controls.
- Coordinated import operations under CIF, FOB, FCA, EXW, and DDP Incoterms with import and engineering teams until goods arrived at site.
- Checked and reviewed import documentation including PIB, Bill of Lading, Commercial Invoice, Packing List, Certificate of Origin (COO), and L/C, ensuring compliance with customs requirements.
- Supported import duty exemption by preparing Masterlist documents and coordinating with engineers and import team, contributing to cost efficiency in project imports.

EDUCATION

Universitas Terbuka – Bachelor of Management (*In Progress*)

Expected Graduation: 2026

Bogor EduCARE – Office Administration

2019 – 2021

TRAINING & CERTIFICATION

Customs Specialist Training – HIS Consulting | Jul – Oct 2025

Covered export–import procedures, PIB/PEB preparation, import duty & tax calculation, and Indonesian customs regulations.

SKILLS

Hard Skill

Import–Export Operations: Incoterms (CIF, FOB, FCA, EXW, DDP), L/C, SKBDN, PIB, Bill of Lading, Commercial Invoice, COO, Masterlist

Systems & Tools: Oracle ERP, Microsoft Office, Jurnal Accounting, Talenta HR, e-Jakon, Edabu

Soft Skill

Collaboration, Problem-Solving, Attention to Detail, Vendor Management, Negotiation

ORGANIZATIONAL EXPERIENCE

Divisi Cinta BEC – Treasurer | 2019 – 2020

Managed division finances and prepared monthly financial reports for supervisors, ensuring transparent and accurate reporting.

Musyawarah Perwakilan Kelas | 2016 – 2018

Coordinated student representation activities and organized student council general election processes.