

JOURDY SILALAH

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SUMMARY

Detail-oriented Procurement Professional with a proven track record in managing high-value acquisitions exceeding IDR 1 Billion. Experienced in handling diverse procurement categories, including engineering components, building renovations, and corporate assets under Good Corporate Governance (GCG) principles. Adept at strategic negotiation, contract management, and vendor coordination to ensure seamless operational support. A Binus University alumnus with strong analytical skills in E-Procurement systems and asset lifecycle management.

EDUCATION LEVEL

Binus University - West Jakarta

Sep 2019 - Sep 2023

Bachelor Degree in Management, 2.94/4.00

- Thesis: Analyzed the influence of e-service quality, brand trust, and promotional strategies on e-commerce consumer behavior
- Active member of B-Preneur (Business Incubator), focusing on effective business scaling and entrepreneurship fundamentals.

EXPERIENCE

PT Aerofood ACS (Garuda Indonesia Group) - Tangerang City

Jun 2025 - Current

Procurement Officer

- Handled the engineering procurement process using the Good Corporate Governance (CGC) method, starting with needs analysis, developing specifications, and comparing vendor offers to ensure the availability of goods or services according to user needs.
- Conducted vendor sourcing, tender selection, and Aanwijning with vendors, users, and all involved parties. Negotiated prices, timeframes, TOPs, and concluded umbrella contracts to ensure binding prices within a specific timeframe, optimizing budget efficiency of over IDR 2 billion within a six-month period.
- Initiated the procurement process by coordinating with users, owner estimates, and vendor management to collect data and develop proposals to superiors for approval of the procurement up to a certain stage based on value.
- Created and compiled all administrative data, vendor legality, and other evidence as the basis for the procurement process.
- Prepared and managed PR and procurement contracts in accordance with internal policies and applicable regulations to minimize legal risk.

Mega Central Finance - West Jakarta

Jan 2024 - Jun 2025

Procurement and Asset Management Staff

- Manage the procurement process for employee needs such as laptops, computer spare parts, ID cards and others that focus on cost savings and budget compliance
- Process asset and non-asset submissions for MAF and MCF branch offices from all over Indonesia
- Take care of permits with the legal team to extend the lease of branch shop houses
- Prepare procurement analysis reports and conduct vendor performance evaluations
- Recap data for all head office and branch office assets

Binus Group - West Jakarta

Mar 2022 - Jul 2022

Project Management Intern

- Compiling International Business Paper
- Prepare promotional materials and marketing strategies to increase seminar attendance and reach
- Evaluate after the event and analyze feedback to improve future programs by brainstorming, delegating tasks, and solving problems effectively

ORGANIZATION AND SOCIAL PROJECT

B-Preneur (Binus Entrepreneur) - West Jakarta

Sep 2019 - Mar 2021

Public Relations

- Designing content, posters, flyers and digital graphics to promote activities and events
- Manage and update the organization's social media accounts to interact with followers and promote events
- Contribute to regular meetings to update information in publicity efforts and collaborate with fellow organization members
- Collaborate among members of the organization to plan events, ensuring effective and efficient publicity strategies

Specific Independent Project- Binus Business School

Sep 2022 - Feb 2023

Binus Business School: GRI Standards

- Identify stakeholders including customers, suppliers and employees
- Collecting and analyzing data and information to determine the situation and writing a company profile
- Request permission from UMKM owner to review the accuracy, completeness, alignment with the UMKM values
- Publish sustainability reports

Skills, Achievements and Certification

- **Language:** Indonesian (Bilingual proficiency), English (Speaking: elementary, Listening: Intermediate)
- **Achievements 2020:** 2nd place in the Burn cup magic chess competition
- **Soft Skills:** Verbal Communication, Project Management, Collaboration, analytical, Time Management
- **Hard Skills:** E-Procurement (by Aero System) Accurate 5, Venus 4.0 Google Suite, Microsoft Office, IBM SPSS Statistics, Accurate ERP and Venus 2.0
- **Certifications:** Toefl ITP Score 513, Google Digital Garage (Fundamental of Digital Marketing), Binus Career Bootcamp x AkzoNobel (Business Development), Binus Career Bootcamp (Content Creation), RevoU short course (Product Management)