

Khairunnisa Arifah

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PROFILE

Nanotechnology Engineering graduate in marketing order professional with experience in procurement of local and overseas equipment, vendor coordination, and delivery management in a manufacturing environment. Experienced in supporting internal and external audits through accurate documentation while ensuring timely procurement and smooth operational processes. Proficient in SAP with strong organizational and communication skills.

Certificate link : https://bit.ly/Certificate_KhairunnisaArifah

SKILLS

Quality System & Technical skills :

- Procurement & Purchasing
- Document Control & Record Management
- Order Processing & Tracking
- Manufacturing Process
- Internal & External Audit Support
- SAP ERP
- Inventory Coordination
- Local & Overseas Sourcing
- Procurement Documentation

Softwares : SAP, Document Management System (DMS), Microsoft Office (Teams, Word, Excel, Power point), Canva, Adobe Premiere pro, Capcut.

Soft Skills : Communication, Team work, Time management, Creative, Organized and detail, Discipline, Adaptable.

Languages : Indonesia (native proficiency), English (working proficiency), Japanese (Beginner).

EDUCATION

Universitas Airlangga - Surabaya, East Java

Aug 2021 – Sept 2025

Bachelor's degree of Nanotechnology engineering

IPK : 3.20/4.00

PROFESSIONAL EXPERIENCES

Marketing order at Pou Chen Group Indonesia - Pekalongan, Central Java

Dec 2025– Now

- Handled procurement of local and imported equipment for manufacturing operations, including preparing invoices and packing lists to support equipment deliveries.
- Prepared and processed Purchase Requisitions (PR) and Purchase Orders (PO) based on production requirements.
- Coordinated with overseas suppliers, freight forwarders, and internal departments to monitor import shipments and delivery schedules.
- Maintained procurement documents and equipment records to support internal and external audits.
- Coordinated equipment servicing and maintenance with vendors, including scheduling service activities and following up on repair progress.
- Utilized SAP ERP to process procurement transactions, create DN numbers, and maintain purchasing and delivery records.

Research Intern at BRIN - Serpong, South Tangerang

Aug 2024 - Jul 2025

Final year researcher

- Conducted research 'Effect of Silver Nanoparticle-Graphene Oxide (AgNP-GO) Nanocomposite Synthesized Using Mangosteen Peel Extract (Garcinia mangostana L.) On antibacterial activity'.
- Skilled in metal preparation, metal ion reduction, and evaluation of physicochemical properties relevant to mineral processing.
- Experienced material testing and analysis using UV-Vis, FTIR, SEM, and XRD to confirm structural and optical properties based on Work Instructions.
- Skilled in method development and adjustment, laboratory data analysis, sample preparation, calibration, and validation of test results.
- Experienced with antimicrobial analyzed.

VOLUNTEER & ORGANIZATION EXPERIENCES

PIMNAS 37 - Surabaya, Jawa Timur <i>Liasion Officer</i> - Handled 3 universities with more than 60 people involved. - Managed communication between external university representatives and internal stakeholders.	Oct 2024
Dekan Cup FTMM UNAIR - Surabaya, Jawa Timur <i>Head of Secretariat Division</i> - Handled more than 100+ all competition participants, tracking attendance of all committee members, and managing data related to supporters information. - Managed 500 tickets/day for three weeks in both offline and online ticket sales.	Nov 2023
DUTA FTMM UNAIR - Surabaya, Jawa Timur <i>Head of Secretariat Division</i> Successfully handled 50 registrants, managed data, and coordinated activities in a competition.	
Rektor Cup Universitas Airlangga - Surabaya, Jawa Timur <i>Secretary</i> - Managed over 50+ correspondences regarding competitions, including event permits, committee registration, and other matters related to the event. - Prepared accountability reports submitted to the university.	Nov 2023
BEM FTMM UNAIR - Surabaya, Jawa Timur <i>Staff of PMKG Data literacy</i> Provided work program ideas, content suggestions, and organizing content for upload studying gender equality across various faculties through comparative analysis.	Jan 2023
Selamanya_setara - Surabaya, Jawa Timur <i>Chairwoman</i> - Handled an instagram account with 200+ followers for gender equality content. - Organized poster competitions, developed design concepts, and coordinated educational activities for all audiences.	Apr 2022

COMPETITIONS AND ACHIEVEMENTS

- First Winner (1st) of International Conservation Challenge Universiti Sains Malaysia 2024**
Penang, Malaysia
- Second Winner (2nd) of Innovation Chemist Contest Universiti Sains Malaysia 2023**
Penang, Malaysia
- Participant of Summer Program Through Chemistry 2023 Universiti Sains Malaysia**
Penang, Malaysia
- Semi Finalist of KIM (Kompetisi Ilmiah Mahasiswa) 2022 Universitas Airlangga**
Surabaya, Jawa Timur
- Participant of PKM (Pekan Karya Ilmiah) 2021 Universitas Airlangga**
Surabaya, Jawa Timur