



LUTHFIA PUTRI HESTI

Purchasing | Procurement | Supply Chain

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Depok, West Java, 16512

PROFILE

Experienced in Purchasing & Procurement within the Food & Beverage industry, with expertise in managing raw material procurement, vendor management, supplier negotiation, purchase order (PO) processing, inventory control, and operational administration. Strong ability to work in fast-paced environments with a focus on operational efficiency, cost optimization, and process accuracy.

EDUCATION

Universitas Singaperbangsa Karawang (2019 – 2023)

Bachelor of Industrial Engineering, GPA : 3.68 / 4.00

PROFESSIONAL EXPERIENCE

SPPG Purwakarta Plered Citeko 1

Field Assistant (August 2025 – August 2026)

- Coordinate with schools, village governments, community health volunteers (Posyandu), and external stakeholders to ensure smooth meal distribution.
- Ensure the availability of raw materials to support daily production and distribution of thousands of meal portions.
- Supervise the performance of 46 volunteers throughout production and distribution activities.
- Manage daily operational expenses, including fuel, gas, electricity, and other operational requirements.
- Conduct quality control inspections on raw materials and prepare production reports using the National Nutrition Agency's Point of Production (PoP) application.

Koperasi Produsen Algina Sumber Rejeki

Administrative Officer (July 2025 – July 2026)

- Manage procurement administration and cooperative operational documents, including regular inventory stock-taking.
- Conduct supplier sourcing, evaluation, and price negotiations to obtain competitive purchasing terms.
- Monitor customer Purchase Orders from order confirmation through delivery completion.
- Ensure products are delivered according to the required quantity, quality, and delivery schedule.

PT Citarasa Dapur Majusindoraya

Purchasing Administrator (February 2024 – May 2025)

- Managed procurement activities from Purchase Requisition to Purchase Order using the Majoo system.
- Conducted supplier sourcing, evaluation, and negotiations to secure the best pricing and product quality.
- Ensured timely delivery of materials to support uninterrupted outlet operations.
- Managed procurement and inventory control for two outlets (Merame Restaurant & Lithium Rooftop Bar), including monthly stock-taking with the Finance Department.

INTERNSHIP EXPERIENCE

PT Industri ION Mobilitas

Purchasing Intern (November 2023 – January 2024)

- Created Purchase Requisitions and Purchase Orders using ERPNext.
- Sent Purchase Orders to vendors and monitored on-time delivery.

PT Kereta Commuter Indonesia – Dipo Depok

Maintenance Planning & Evaluation Intern (August 2022 – December 2022)

- Monitored warehouse inventory balances and ordered spare parts using SAP.
- Prepared the 2026 spare parts requirement planning.

ORGANIZATIONAL EXPERIENCE

BPP HMTI FT Unsika – General Treasurer (March 2022 – January 2023)

HMTI FT Unsika – Talent Development Division Staff (April 2021 – January 2022)

SKILLS

Skills : Microsoft Office, Canva, SPSS, Majoo POS, ERPNext, Stock Control, Inventory Management, Negotiation, Problem Solving, Teamwork, Critical Thinking, Time Management, Attention to Detail.