

Experienced in procurement operations, vendor coordination, supplier evaluation support, negotiation assistance, production scheduling, and documentation control. Hands-on in supporting sourcing activities, purchase order tracking, and cross-functional coordination to ensure cost-efficient, timely, and accurate operational execution. Highly adaptable and fast learner with strong analytical and communication skills.

EDUCATION LEVEL

Universitas Negeri Jakarta	East Jakarta
Bachelor of Science in Biology GPA: 3.40/4.00	2021 – 2025

WORK EXPERIENCE

Pusat Pelayanan Kesehatan Hewan dan Peternakan Dinas KPKP DKI Jakarta	South Jakarta
Laboratory Analyst (Internship)	Jul 2024 – Sep 2024
- Conducted laboratory testing and observation on animal disease samples, handling approximately 20–130 samples per day. - Recorded and validated results from samples, maintaining structured documentation to ensure 100% traceability for reporting and monitoring purposes. - Prepared and compiled daily and weekly laboratory reports, ensuring on-time submission to support analysis and decision-making processes. - Maintained full compliance with SOP and laboratory protocols across all testing activities, ensuring consistency in procedures and readiness for internal audit.	

ORGANIZATIONAL EXPERIENCES

KPB Nycticorax UNJ	Jan 2023 – Sep 2024
Procurement Staff	
- Involved in demand planning and procurement coordination for operational, project-based activities, and product-related needs, including sourcing support, budgeting coordination, and purchase execution. - Prepared, verified, and tracked Purchase Orders (PO) to ensure alignment with material requirements and delivery schedules, and reducing processing time. - Conducted price comparisons and engaged directly with suppliers to support negotiations on pricing, quality, and delivery timelines, achieving cost reductions of up to 20% per projects. - Managed and evaluated 3–5 vendors per project based on delivery accuracy, material quality, and responsiveness. - Handled operational under tight timelines and unexpected vendor issues, ensuring project requirements were still delivered on schedule.	
Desa Binaan	Sep 2021 – Jan 2023
Human Resource Development	
- Managed structured administrative records for 140+ members and supported cross-functional coordination between divisions to ensure consistent data flow. - Organized and maintained member schedules, program timelines, ensuring 100% procedural compliance and timely execution of organizational activities. - Handled end-to-end recruitment process for new members, including screening applications, coordinating interviews, and supporting selection decisions, ensuring smooth and timely hiring execution.	

SKILLS

Data Management & Reporting: Microsoft Excel (Pivot Table, VLOOKUP/XLOOKUP, basic formulas), Word, PowerPoint, Google Workspace (Sheets, Docs, Drive, Gmail, Calendar, Meet). Procurement Operations: PR/PO Tracking, Vendor Coordination & Screening, Negotiation Support, Supplier Relationship Management, RFQ Drafting, Vendor Performance Monitoring, Invoice & Payment Reconciliation. Documentation & Compliance: Data Accuracy, Record Management, Traceability, SOP Compliance. Languages: Indonesian (Native), English (Intermediate). Core Strengths: Attention to Detail, Time Management, Analytical Thinking, Task Prioritization, Communication, Teamwork & Cross-functional Coordination, Adaptability, Fast Learner, Problem Solving.	
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