

INDAH PUJI RAHAYU
Supply Chain Management
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Bekasi, Indonesia 17510

PROFESSIONAL SUMMARY

Operations professional with 5+ years of experience in manufacturing, procurement, and warehouse operations. Experienced in sourcing technical materials, electronic components, spare parts, tools, and operational supplies through local and import procurement processes. Skilled in vendor sourcing, quotation analysis, purchase order management, ERP transactions, inventory control, and supplier coordination while ensuring accurate records and smooth coordination with Finance and Engineering teams. Seeking a Procurement, Purchasing, or Warehouse Operations role to support efficient and well-controlled supply chain processes.

PROFESSIONAL EXPERIENCES

Warehouse Staff — PT Synopsis Sinergi Digital Aug 2024 – Present

- Managed inbound and outbound warehouse operations, including receiving, inspection, storage, picking, packing, and material distribution activities
- Processed ERP inventory transactions, monitored stock movements, and maintained inventory accuracy through stock take and stock reconciliation activities
- Coordinated with Engineering, Finance, and operational teams regarding material requirements, stock availability, incoming deliveries, and procurement planning
- Analyzed inventory consumption patterns and established safety stock, reorder point, and min-max stock parameters to prevent stock shortages and excess inventory
- Managed warehouse layouts, material identification, and fast-moving/slow-moving classifications while implementing FIFO controls to improve storage efficiency and inventory management

Procurement Staff — PT Synopsis Sinergi Digital Apr – Aug 2024

- Procured technical materials, electronic components, and operational consumables from local and international vendors based on engineering and operational requirements
- Reviewed purchase requests and coordinated with Engineering teams to verify specifications, quantities, and technical requirements prior to procurement
- Sourced and evaluated suppliers, prepared RFQs, compared quotations, and conducted cost analysis to support procurement decisions
- Negotiated pricing, delivery schedules, and purchasing terms while maintaining competitive cost, quality, and delivery performance
- Issued and monitored Purchase Orders (POs), coordinated with suppliers, and followed up deliveries to ensure material availability
- Verified received materials against specifications and purchase documents, maintained supplier databases, and supported vendor performance evaluation
- Monitored inventory levels and collaborated with warehouse and engineering teams to support procurement planning and operational continuity

General Administration — PT Synopsis Sinergi Digital Dec 2023 – Apr 2024

- Process purchase receipts, material requests, and purchasing documentation through ERP systems
- Maintain procurement records, inventory documentation, vendor databases, and operational files
- Support inventory tracking, stock monitoring, and data updates to ensure information accuracy

- Handle goods receiving, material verification, inventory documentation, and stock monitoring activities
- Conduct stock opname for 3,000+ inventory items and reconcile physical stock with ERP records
- Assist in preparing inventory reports, procurement summaries, and operational documentation
- Review BOM and material classifications to support inventory management and purchasing activities
- Support coordination between procurement, warehouse, engineering, and operational teams regarding material requirements and deliveries

Assembly Operator — PT Omron Manufacturing

Feb 2020 – May 2022

- Operated and monitored assembly production processes with productivity achievement up to 450 units per hour
- Set up and calibrated production machinery, equipment, and tools to ensure proper functionality and compliance with safety standards
- Monitored production activities to identify machine abnormalities or operational issues and performed basic troubleshooting when required
- Maintained production quality and operational efficiency in accordance with SOPs and work instructions
- Recorded and maintained accurate production documentation, including operational and production activity reports
- Collaborated with production teams and supervisors to support smooth workflow, problem-solving, and production target achievement
- Followed workplace safety regulations and contributed to maintaining a safe and organized working environment
- Participated in continuous improvement initiatives to enhance operational efficiency and productivity

Assembly Operator — PT Denso Indonesia

Oct 2018 – Oct 2019

- Achieved assembly production output up to 350 units per hour while maintaining quality standards
- Set up and operated production machinery and equipment according to operational specifications and SOPs
- Monitored production processes and identified operational abnormalities to support timely issue resolution
- Ensured compliance with workplace safety standards, company policies, and operational procedures
- Maintained accurate production records, including output quantities, downtime, and operational data
- Coordinated effectively with team members and supervisors to support efficient production flow and operational problem-solving
- Supported process improvement initiatives to increase production efficiency and productivity

SKILLS

Warehouse Management :

Warehouse Operations, Inventory Control, Stock Reconciliation, Stock Monitoring, Goods Receipts, Inventory Analysis, Fast Moving & Deadstock Analysis, Material Handling, Storage Management, Logistics Coordination

Procurement & Purchasing :

Procurement Operations, Vendor Sourcing, RFQ Preparation, Vendor Comparison &

	Evaluation, Purchase Order Processing, Import & Local Purchasing, Material Request Review, Vendor Coordination, Delivery Monitoring, Cost Analysis, QCDSM-Based Purchasing Support
Systems & Software :	ERP System (Inventory & Purchasing Modules), Microsoft Excel, Google Sheets, Microsoft Office
Technical Skills :	Pivot Table, Lookup Functions, Inventory Reporting, Stock Reconciliation, Inventory Data Management, Barcode Scanning
Production & Operations :	Assembly Operations, Machine Operation, Production Monitoring, SOP Compliance, Workplace Safety Awareness, Process Improvement Support, Production Documentation
Languages :	Indonesian (Native), English (Working Proficiency)

EDUCATION

Bachelor's Degree in Business Administration

Universitas Terbuka
2025

Oct 2020 – Jan

GPA: 3.29 / 4.00

- Focused on business operations, administration, and organizational management
- Developed understanding of operational processes, data management, and business administration
- Completed academic activities while working in manufacturing and warehouse operations