

M ALDYAN NUGRAHA PUTRA

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ABOUT ME

A Law graduate with experience in Procurement (Purchasing, Sourcing, Import & Logistics), Operations, Product Research and Data Management. I am a fast learner, a team player and able to work under pressure in a fast-paced environment. Highly skilled in vendor & materials sourcing.

EXPERIENCES

PT Geoststructure Dynamics

Purchasing & Procurement

Jan 2024 – Present

- Handle end-to-end procurement process for goods & services, including vendor sourcing, price negotiation, purchase order (PO) issuance, vendor management and delivery monitoring.
- Manage import process such as inquiring the price, quantity of goods, and validated all import documents (Invoice, PIB, Bill of Lading, Form E, Packing List & Insurance).
- Coordinate with internal departments regarding procurement needs.
- Ensure all purchasing documents including Invoice, Tax Invoice, Delivery Order, and Purchase Order are correctly processed and thoroughly validated.

PT Sinergi Performa Cipta

Business Operations Support

Sep 2023 – Dec 2023

- Responsible for creating reports on the use of client cash advance features.
- Managed payroll administration and calculating the amount of client cash advance limit.
- Served and answering questions from clients and on boarding new employees into the company's client system.

Lembaga Kajian Publik Fiina Utama

Enumerator

Jul 2023 – Sep 2023

- Surveyed 100+ respondents to inquire about their political preferences.
- Collected and recorded data on political choices in Bekasi District

Wasathiyah.co

Product Research

Feb 2023 – Mar 2023

- Collaborated and discussed the contents of the Eid hampers.
- Compared the prices of several products in an online store with a retail store and designing the products that will be made into hampers..

DQLab

Data Analyst Mentee

Nov 2022- Feb 2023

- Created the DQLab mart database and executing combined SELECT queries, including Where, Sort, Aggregation, and Having in MySQL.
- Applied queries related to Dates, Numeric formatting, and Join in MySQL.
- Conducted processing data with Python, starting from input, sorting, and filtering Data.

PT Dayamitra Telekomunikasi tbk

Data Entry

Sep 2022 – Dec 2022

- Conducted data collection of Base Transceiver Station (BTS) sites in the Sumatra Island region for the period of 2022 into Microsoft Excel.
- Input Base Transceiver Station (BTS) sites data in the Sumatra Island region into the Website Database.

Kejaksaan Negeri Kota Bekasi

Legal Administration

Dec 2021 – Jan 2022

- Conducted preparation, bookkeeping, archiving, recap and input data of assistance reports and legal services.
- Calculated the annual arrears file report.

Jakarta Event Enterprise (JEE) Balroom Group

Crew Team

Sep 2019 & Jan 2020

- Collaborated with the team to coordinate the field conditions during the event.
- Gave instruction and advice to visitors during the event.

BOOTCAMP & CERTIFICATIONS

- Lembaga Pendidikan Indonesia – Amerika (LPIA) : Computer & EPT (2018)
- RevoU Mini-Course: Intro to Digital Marketing (2021)
- MES Syariah : Islamic Studies In Various Perspectives : History, Law & Economics (2021)
- DQLab : Data Analyst with Python & MySQL (2023)
- My Skill : Data Cleansing, Sort & Filter in Microsoft Excel (2023)
- My Skill : Project Management Principle (2023)

EDUCATION

Universitas Negeri Singaperbangsa Karawang

Aug 2018 - Aug 2022

Bachelor of Law

Cumulative GPA: 3.51 out of 4.0

- Member of the Journalistic Organization period 2019 -2022.
- Publishing a scientific journal in national-scale publications with the theme 'Legal Protection of Airline Passengers Exposed to the Covid-19 Virus'.

SKILLS

Hard Skills : Microsoft Office, MySQL (Simple Queries), Spreadsheet, Data Entry, HRIS.

Soft Skills : English Language, Planning, Time Management, Detail Oriented, Problem Solving.