

ISTHI UTAMI DAROJATIN

Bogor, Indonesia | LinkedIn: Isthi Utami Darojatin | +62-819-3147-4496 | utamidarojatin@gmail.com | [Purchasing Staff](#) | Immediately Join Available

Detail-oriented professional with over 2 years of experience in project administration and technical procurement. Proven track record in managing high-volume data, optimizing supply chain processes, and maintaining 100% data accuracy in fast-paced industrial environments. Expert in procurement systems (IRMA), data analysis (MS Excel/Pivot/S-Curve), and SOP compliance. Committed to supporting operational efficiency through disciplined inventory control.

EDUCATION

GUNADARMA UNIVERSITY

Depok, Indonesia

Civil Engineering Bachelor's Degree (S1), GPA: 3,35 of 4.00

2017 – 2022

Academic & Organization Experience:

Civil Engineering Laboratory Teaching Assistant (Hydraulic & AutoCAD)

2020 – 2022

- Facilitated technical demonstrations for 6 classes per semester, bridging complex theoretical concepts with practical application.
- Managed quality control for over 200+ technical submissions (reports and CAD designs), ensuring 100% compliance with engineering and academic standards.

NEGERI 1 CIBINONG VOCATIONAL HIGH SCHOOL

Cibinong, Indonesia

Architectural Department, Final score: 84 of 100

2014 – 2017

WORK EXPERIENCE

PT. UNICORN TOSAN PERKASA

Bandung, Indonesia

Project Admin

Jakarta, May 2023 – February 2026

- Managed weekly procurement for 20+ items in Electrical, Electronic, and Fire Equipment fields, utilizing data integration between Microsoft Excel and the IRMA system.
- Improved document retrieval efficiency by 80% through the systematic management of digital archives (contracts, 50 drawings, 15 progress reports) on Google Drive, maintaining 100% data accuracy.
- Coordinated and ensured 100% compliance with SOPs for urgent on-site procurement requests to maintain seamless financial reporting and cash flow.

MANDIRI SAFETY PERKASA

Tangerang, Indonesia

Admin Engineering & Drafter

August 2022 – May 2023

- Conducted on-site inspections to assess building eligibility across Architecture, Structure, and MEP fields in strict compliance with applicable regulations.
- Drafted and revised as-built technical drawings (Architecture, Structure, and MEP) using AutoCAD as required documentation for the Building Function Certificate (SLF).
- Analyzed and verified technical reports using Microsoft Excel and Word based on on-site visits and as-built drawings to minimize the risk of inspection rejection.

SKILL

- Systems & Applications: Microsoft Excel (Advanced: Pivot Tables, VLookup, S-Curve), Google Workspace, IRMA System, Woowtime, AutoCAD.
- Technical & Administrative: Document Control, Project Operations, Data Entry, Digital Asset Management, Regulatory Compliance, Procurement Request Management, Inventory Control.