



MELY IMELDA SARI

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Jakarta

Mely Imelda Sari is a Psychology graduate from Tarumanagara University with experience in end-to-end procurement for operational and project needs. Experienced in handling PR, PO, SO, contracts, and sourcing across office supplies, geothermal operations, and FnB (raw materials, beverages, imported products, and packaging). Skilled in vendor coordination, stock management, and ensuring efficient, timely procurement processes.

Work Experiences

Sarulla Operations Ltd. - SCBD, Sudirman

Jun 2024 - Jun 2025

Procurement Specialist Intern

Sarulla Operations Ltd. is a company that provides geothermal energy

- Manage routing approval process for Procurement i.e. Application or Signing (AFS), Purchase Order (PO), Service Order (SO), Contract, Amendment, Bid Evaluation and Purchase Request (PR).
- Review and check Procurement documents (AFS, PO, SO, Contract, Amendment, Bid Evaluation and PR) to ensure data accuracy, compliance with specifications, and avoid administrative errors and typos.
- Manage and optimize the approval process, realizing a 35% performance improvement.

Tribina Group - Pantai Indah kapuk, Jakarta

Jan 2026 - Apr 2026

Procurement Intern

Tribina Group is a company in the Food & Beverages industry

- Created and managed Purchase Orders (PO) for direct materials, supporting 85% on-time procurement execution in line with company requirements
- Conducted price and term negotiations with vendors, achieving cost savings of up to 10–15%
- Sourced and evaluated potential vendors to ensure quality, reliability, and competitiveness
- Assisted in drafting and managing vendor contracts in compliance with company policies
- Maintained procurement documentation and ensured accuracy of purchasing records
- Coordinated with internal teams (e.g., finance, warehouse, QA, RnD) to support procurement processes

Education

Universitas Tarumanagara - Jakarta, Indonesia

Aug 2021 - Jan 2025

Bachelor Psychology, Cum Laude, 3.73/4.00

- Actively involved in Seni Teater Tarumanagara, serving as Chief Executive and Public Relations in organizing large-scale events
- As a Chief Executive Led 130+ members and coordinated cross-functional teams to ensure smooth event execution
- As a Public Relations Increased social media followers by 53% and engagement by 80% through strategic content and campaign management

Adventist University of the Philippines - Philippines

Oct 2021 - Nov 2021

Short Exchange Program

- Short exchange under Tarumanagara University with the focus of “Disaster & Mental Health”.
- The program sets students in an interdisciplinary learning environment, combining psychology, disaster and mental health. Engaged in discussions, case studies, and collaborative projects to understand the psychological impact of disasters and develop strategies for mental health support.

Adventist University of the Philippines - Philippines

Nov 2022 - Dec 2022

Short Exchange Program

- Short exchange under Tarumanagara University with the focus of “Art Therapy”.
- The program provided an interdisciplinary approach to understanding the role of art in psychological healing. Engaged in workshops, discussions, and case studies exploring how creative expression can be used as a therapeutic tool to support mental well-being.

Skills, Achievements, & Other Experiences

- **Soft Skills:** Communication, Public Speaking, Team Collaboration, Negotiations
- **Hard Skills:** Microsoft Dynamics, Oracle NetSuite
- **Achievements** (2024): Author of three scientific publications, focusing on psychology