



Muhamad Miftah

Inventory Management

Contact

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About Me

I am experience in Inventory Management, Network Development, and Operational Support across logistics, retail, and distribution industries. I have strong expertise in stock control, data reconciliation, and cross-functional coordination to ensure efficient and accurate operations.

I am experienced in using systems such as SAP, Odoo, WMS, and Microsoft Excel to manage Purchase Orders, Delivery Orders, Goods Receipt and Goods Issue transactions, stock opname, and document reconciliation. I regularly collaborate with Finance teams to ensure invoice accuracy and compliance, as well as with vendors and external partners to maintain operational standards.

In addition to inventory and operations, I have experience in network development, vendor audits, area coverage expansion, and marketing support, including social media content management, performance analysis, and digital sales support.

Skills

- Inventory Management Skills
- Microsoft Excel
- Odoo & System ERP
- Google Workplace
- Warehouse Management System (WMS)
- Account Payable
- SAP System
- Retail Pro & Zahir Accunting
- Leadership

Bachelor of economic education *Universitas Indraprasta PGRI (IPK : 3,27)*

2020-2024

- A graduate with a focus on the intersection of economics and education. Developed expertise in analyzing educational policies, managing educational resources, and evaluating the economic impact of education systems. Skilled in financial planning, budgeting, and implementing strategies to improve educational access and quality. Proficient in utilizing economic theories and data analysis techniques to address challenges in the education sector and contribute to informed decision-making.

Experience

PT. Caturaga Tiara Persada

Inventory & Import Staff

September-November 2025

- Responsible for creating, reviewing, and processing Delivery Orders (DO) and Purchase Orders (PO)
- Maintain accurate Purchase Order (PO) documentation within SAP to ensure data integrity and compliance.
- Follow up on supplier quotations, availability, lead times, and shipments.
- Record and manage Goods Receipt and Goods Issue transactions in SAP
- Match invoices with Purchase Orders (PO), Delivery Orders (DO), and Goods Receipts (GR) prior to submission to Finance
- Create and manage stock opname Excel forms with formulas and data validation; reconcile system and physical stock and report discrepancies

PT. Haju Medical Indonesia

Admin Support Marketing

January-Maret 2025

- Coordinate and conduct venue visits to assess feasibility and readiness for company events, seminars, and large-scale activities.
- Manage end-to-end procurement of marketing materials and event supplies, including plaques, banners, medals, and promotional items.
- Plan and schedule training sessions for partner doctors and healthcare professionals.
- Handle the issuance and distribution of training certificates to affiliated clinics and partners.
- Ensure timely logistics and communication with internal teams and external stakeholders to support smooth event execution.

PT. Lion Parcel

Network Development

July-October 2024

- Data Mapping Courier COD (Monthly update)
- Development Area Coverage COD
- Perform Routing Management to be communicated to district areas.
- Submit POS/Konsolidator requests and liaise with the legal team.
- Assist the Finance team in maintaining the accuracy of invoice data during the reconciliation process.
- Build communication and collaboration with both internal and external teams.
- Conduct weekly audits with vendors regarding technical issues encountered in the field.
- Search for new vendors that meet Management's needs.

PT. Primavera International (Kenzo)

Admin inventory & Sosial Media

December 2021-July 2024

- Purchase office stationery
- Perform stock Opname in the store and warehouse.
- Submit daily reports on cycle count results.
- Investigate and report stock discrepancies in warehouse (Event Report)
- Propose stock adjustments after official report approval.
- Ensure material packaging fulfillment for outlets.
- Monitor and enforce SOP compliance across teams.
- Collaborate with Order Fulfillment team on stock movement.
- Recap cash in/out and manage petty cash.
- Verify invoices and purchase orders for accuracy and compliance.
- Plan and create content for TikTok and Instagram.
- Upload products to Shopee and Tokopedia.
- Analyze and report post performance and sales.
- Respond promptly to customer inquiries.
- Track social media engagement and stay updated on trends.



Experience

PT. Nusantara Ekspres Kilat (Shopee)

Admin Inventory

Ncvember 2019-December 2020

- Track damaged goods and handle delayed items at the HUB.
- Record incoming and outgoing goods.
- Track standard and same-day delivery items.
- Follow up on pending packages.
- Prepare delivery notes for outbound goods.
- Conduct orientation for new drivers/couriers.
- Perform daily stock taking.
- Ensure stock in the system aligns with physical inventory.
- Implement LIFO (Last In, First Out) and FIFO (First In, First Out) stock management.
- Create official reports (Berita Acara) for discrepancies in goods

PT. Masmedia Buana Pustaka

Admin Warehouse

August 2018-Oct 2019

- Manage receiving and dispatch of goods, including quality and quantity checks.
- Prepare packing lists, delivery orders, and invoices.
- Monitor delivery and receiving schedules. Prepare sales and warehouse reports (daily, weekly, monthly).
- Manage warehouse inventory, stock opname, and returns.
- Maintain accuracy between system and physical stock. Update warehouse location data in Excel. Handle asset records and document filing.