

MIKI NIKITA ADISWARI

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I am a Bachelor of Civil Engineering graduate from Jenderal Soedirman University and have more than two years of experience as a procurement staff. I am often involved in market price checking, tendering processes, importing material, contract drafting, delivery monitoring, and payment document preparation. I am a hard worker with strong commitment.

WORK EXPERIENCE

PT. Brantas Abipraya (Persero) Nov 2023 – Dec 2025

The second phase of the National Axis development project, Tripraja axis and construction of KIPP fire protection system (ABIPRAYA - INDAH, KSO)

Procurement Staff

- Created more than 100 purchase orders and 100 work orders in accordance with project requirements
- One of the collaborations involved an importer from Finland for the ordering of Automated Waste Collection System (AWCS) materials
- Worked with the team to determine requirements for material and service suppliers, evaluate work progress, and improve work efficiency
- Identifying several suppliers and evaluating their quality and quantity, with a minimum of 3 suppliers for comparison
- Managing all project purchasing activities, including checking market prices, conducting tenders, placing purchase orders, drafting contracts, monitoring goods delivery, and then creating invoice documents and uploading them to the ERP (Odoo) system
- Validating tax documents according to standards and making payments using SCF and SKBDN methods

PT. Brantas Abipraya (Persero)

June - Oct 2023

Project Construction of Old Town Kesawan Region Medan City

Site Operation Staff

- Evaluate and update work plans for multiple jobs
- Collect data from the field, then evaluate vendor performance and ensure work is carried out in accordance with the initial planning, quality and quantity in accordance with project standards
- Create contracts and invoices for vendors and upload them to ERP system (Odoo)

PT. Bumi Madani

Jan - June 2022

Apron Muarajati I & II Repair Project – PT. Pelabuhan Indonesia (PERSERO) Regional 2 Cirebon

Junior Inspector

- Supervise the implementation of work in accordance with technical specifications and help provide quick and appropriate decision solutions in the event of deviations
- Conduct testing of materials to be used in the work
- Make daily, weekly, and monthly reports on contractor activities to determine the progress of the work that has been completed

Penta Ocean – Toa – Rinkai – PP – Wika Consortium

Feb – Mar 2021

Patimban Port Development Project Phase (1). Package 1 - Terminal Construction

Quality Control – Intern

- Learn methods regarding terminal construction
- Checking the results of work in the field in accordance with technical specifications
- Assist in preparing submission of material documents to sub-contractors

EDUCATION

Universitas Jenderal Soedirman (Purwokerto) 2018 – 2022

Bachelor of civil engineering

GPA : 3.36/4.00

SMA Negeri 1 Kota Cirebon 2015 – 2018

Mathematics & Natural Sciences

ORGANIZATIONAL & VOLUNTEER EXPERIENCE

Cirebon City Covid-19 Task Force Aug – Sep 2021

Volunteer

Collaborate with others on a project towards a common goal, or create an action plan that includes helping communities deal with troubling issues, then focusing on education, prevention and control of the COVID-19 pandemic. As well as contributing to the surrounding area to overcome and reduce the spread of the COVID-19.

Pengenalan Kehidupan Kampus Bagi Mahasiswa Baru (PKKMB) Aug 2020

Group Facilitator

Provide direction of activities to participants and monitor the development of new students. As well as coordinating with the event division regarding all matters related to activities.

Himpunan Mahasiswa Teknik Sipil (HMTS)

Treasurer of Civil Engineering Anniversary April – Dec 2019

- Manage and supervise the income and expenditure of funds.
- Coordinating with other division heads regarding funding needs.
- Make financial reports in detail and report them to them chairman of the committee

Talent Interest Division Staff

Jan - Dec 2019

Create activity programs in the non-academic field to channel students interests and talents cohesiveness in UNSOED civil engineering.

ADDITIONAL

Skills : Coordinating, teamwork, time management, negotiation, detail-oriented.

Software : Microsoft Office, AutoCAD, Canva, Google Docs, Sheets, Slides.

Languages : Indonesian, English.