



YOGA BAGUS WIBOWO

33 Years Old | 185 cm 100 kg | Married | Jagakarsa, South Jakarta | +62 859 2067 5570
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SUMMARY

A procurement / purchasing professional with more than five years of work experience and expertise in analyzing product searches, problem-solving, negotiation, and understanding the purchasing process from start to finish. I am committed to continuous growth and delivering the best for the company

WORKING EXPERIENCE

Procurement Staff

PT. Emitraco Investama Mandiri, Grogol Group (Heavy Equipment Rent)

Nov 2025 – Present

- Handling end to end procurement process for part and service unit trucking, stock warehouse, fuel, tire, and lubricant.
- Coordinate with end user for the urgent / priority purchase request (outstanding PR / PO)
- Coordinate with Admin Purchasing, Finance, and accounting for matching data temporary voucher payment (totalan Invoice, Tax, and Good Receiving.

Procurement Staff

PT. PBM Olah Jasa Andal, Meratus Group (Stevedoring Company)

Jan 2024 – July 2025

- Handling end to end procurement process (finish good)
- Coordinate with end user for the urgent / priority purchase request (outstanding PR / PO)
- Take data from D365 for outstanding PR, PO, Historical PO, Evaluation vendor to excel and tidy the data.
- Create Engineering Daily Report and submit to engineering manager
- Create inventory request until delivery goods.
- Submit monthly report to Procurement Manager.

SKILLS

- Microsoft Office
- Procurement Knowledge
- Vendor Management
- Negotiation
- Data Management
- Familiar with software business unit (SAP,D365)
- Result Oriented
- Continues Improvement

LANGUAGE

- Indonesia
- English

LAST EDUCATION

MAJOR COMPUTER AND
NETWORK ENGINEERING
SMK Negeri 3 Kota Bekasi
2007 - 2010

CONTACT REFERENCE

Mrs. Endah Deasy Ungsi

Procurement Manager
Meratus Group

+62 816 5408 485

Mr. Pahlevi

Site Staff Supervisor
PT. PBM Olah Jasa Andal

+62 896 5171 0581

TRAINING / SEMINAR

- Supplier Relationship Management provided by Association Procurement Indonesia (API) September 2025
- Training System SAP with ICTSI Manila Team (2023)
- Cybersecurity Training, provided by ICTSI Global IT Security Team (2019-2023)
- Fire Extinguishers Training provided by PT. Wira Surya Cemerlang (2021-2024)
- Tire Maintenance Training provided by PT. Goodyear Indonesia (2021)

Procurement Staff

PT. PBM Olah Jasa Andal, ICTSI Group (Stevedoring Company)

Feb 2019 – Jan 2024

- Canvassing & negotiate, and then create RFQ until PO at SAP and ICAM then send to vendor after full approval
- Coordinate with end user for the urgent / priority purchase request (outstanding PR / PO)Creating PO in SAP and follow up until delivery goods
- Create summary for submitting to superior
- Manage petty cash and make cash flow petty cash

Procurement Staff

PT. Dae Baek (Stamping Parts, Machining, & Metal Spray)

Mar 2018 – June 2018

- Control Material, Daily Shortage, Schedule Material, Issue Plan Delivery.
- Creating and sending Purchase Order to vendor and follow up until delivery goods.
- Negotiate to vendor for price, delivery, and payment.
- Create monthly report.
- vendor (minimum 3 vendors), negotiate and finalize, then creating PO and follow up until delivery goods.

Multiskill Operator SMT

PT. Global Meter Industry (Production LED Light, KWH & Token)

November 2011 – Juli 2016

- Fix trouble in product or machine production
- Coordinate with Logistic Department and preparing materials for production
- Control Production from beginning until the end of production
- Submit report to Operational Head

Attention to
HRD Department,

Dear Sir / Madam,

I am the one who signed below,

Name	: Yoga Bagus Wibowo
Place / Date Of Birth	: Jakarta, 20 July 1992
Gender	: Male
Religion	: Islam
Last Education	: SMK Negeri 3 Bekasi (Majors Computer and Engineering)
Nomor Handphone	085920675570
Email	: yogabw20@gmail.com

With this letter I would like to join your company in purchasing division same as your advertisement in website.

I have over experience more than 5 years in purchasing division, I know a lot about purchasing and some flow of it. I hope I will apply my experience in your company and growing up my purchasing knowledge and want to learn everything about that. So I submit some data about me and if still not enough data i will submit it later.

I am the person who always want to learn and understand new things in a job, I able to work invidually or in a team. With my best working experience if you recruit me I will do the best for your company. Thank you very much for your attention, I am looking forward to hearing from you soon.

Sincerely,

(Yoga Bagus Wibowo)