



MELLY TRI TAURISTDANIA

+62 812-8048-1243 | mellytritauristdania5@gmail.com | linkedin.com/in/mellytritauristdania/

South Jakarta, Indonesia

Procurement-focused professional with hands-on experience in end-to-end procurement processes within government financial institutions and the oil & gas industry. Strong expertise in vendor management, contract monitoring, procurement compliance, and cross-functional coordination. Proven ability to support transparent, efficient, and well-documented procurement cycles while maintaining strong relationships with internal stakeholders and vendors.

Work Experiences

PT Energi Mega Persada Tbk - Jakarta

May 2024 - Present

Technical Support, Subsurface (Geoscience & Petroleum Engineering)

- Support procurement-related administrative activities, including documentation for travel, workshops, and operational needs.
- Prepare and process expense claims, cash advances, settlements, and business travel authorizations in compliance with company policies.
- Coordinate with internal stakeholders and external vendors for travel arrangements and operational support.
- Manage reservations for meeting rooms, office vehicles, and logistics supporting divisional operations.
- Consolidate weekly divisional reports and submit structured summaries to the Vice President.

Lembaga Pembiayaan Ekspor Indonesia (Indonesia Eximbank) - Jakarta

Apr 2022 - May 2024

Procurement & Vendor Management Officer

- Managed end-to-end procurement activities, including aanbidding, RFQ processes, evaluations (administrative, technical, and price), clarifications, and negotiations.
- Conducted vendor visits to assess credibility and compliance.
- Initiated and supported annual vendor performance reviews.
- Maintained daily and weekly contract monitoring reports.
- Prepared procurement checklists as part of quality assurance controls.
- Verified authenticity of bid bonds, performance bonds, and maintenance bonds.
- Assisted vendors participating in tenders by providing guidance on procedures and resolving issues in the e-procurement system.
- Conducted initial reviews of vendor documents submitted through e-procurement.
- Coordinated with procurement and initiating divisions on procurement monitoring.
- Monitored procurement contracts and addendums, proactively reminding divisions of upcoming contract expirations.

PT Energi Mega Persada Tbk - Jakarta

Jun 2021 - Aug 2021

CSR Officer Internship

- Analyzed CSR programs, including the EMP Malacca Strait Business Unit CSR initiatives.
- Provided recommendations to improve CSR program effectiveness.
- Supported implementation of corporate social responsibility activities.

Education Level

University of Indonesia - Depok, Indonesia

Jul 2018 - Feb 2022

Bachelor of Business Administration, 3.79/4.00

- Graduated in 3.5 years, Cum Laude
- Award: Best PI, HIMANIA UI (First Period, 2020)

Skills, Achievements & Other Experience

- **Technical Skills:** Microsoft Word, Excel, PowerPoint, Google Docs, Google Sheets, Google Slides, Canva
- **Soft Skills:** Time Management, Teamwork, Strong Coordination, Fast Learner, High Attention to Detail
- **Interest:** Procurement, Vendor Management, Human Resources