

Firman Edi Saputra

firmanedisaputra22@gmail.com · +62-82116460002 · [linkedin.com/in/firmanedisaputra](https://www.linkedin.com/in/firmanedisaputra)
Subang, Indonesia

PROFESSIONAL SUMMARY

Inventory and Logistics with over 3 years of experience in warehouse operations, distribution management, and ERP systems. Skilled in creating and processing Sales Orders, monitoring shipments, and maintaining accurate documentation. Experienced in monthly stock opname, expired stock management, and supporting internal and external audits (ISO, BPOM). Strong coordination skills across Supply Chain, Sales, QC, QA, and Production teams to ensure product readiness, timely deliveries, and compliance with quality standards.

WORK EXPERIENCE

DSM FIRMENICH INDONESIA

Feb 2025 – Present

Inventory Control

1. Managed and prepared fragrance oils and raw materials for distribution to logistics, sales, and clients in line with delivery schedules
2. Maintained accurate stock records and ensured alignment between physical and Inventory system
3. Monitored and managed expired stock to prevent mis-shipments and ensure compliance with quality standards
4. Coordinated with supply chain to meet laboratory sample requirements for ongoing research projects
5. Collaborated with cross functional teams (sales, supply chain, laboratory) to ensure product readiness for research and distribution
6. Handled client requests and ensured completion in line with deadlines and service level agreements (SLAs).
7. Created sales orders in SAP based on stakeholder requests, supporting both research requirements and client needs

PT CISARUA MOUNTAIN DAIRY

Aug 2022 – Feb 2025

Junior Staff of Warehouse/Logistic

1. Created and monitored distribution plans for material transfers between warehouses to support production needs.
2. Operated SAP (MM/Logistics) to validate material transactions and ensure inventory data accuracy.
3. Prepared stock accuracy reports and supported product traceability in compliance with SOPs.
4. Managed material shipments using FEFO/FIFO principles to prevent shortages and miss shipments.
5. Coordinated with QC, QA, and production teams regarding material usage priorities and quality standards.
6. Monitored shipment status and followed up on delays or distribution issues to ensure timely resolution.
7. Prepared and controlled delivery documentation (Delivery Notes, Packing Lists) in line with operational requirements.
8. Oversaw expired stock management, ensuring timely removal and proper documentation to maintain warehouse efficiency
9. Conducted routine monthly stock opname to verify inventory accuracy and support operational planning.
10. Participated in internal and external audits (ISO & BPOM) to ensure compliance with regulatory and company standards.

PT MIZAN MEDIA UTAMA

May 2022 – Aug 2022

Sales Officer Offline Division Bogor Region

1. Ensuring the display of Mizan books is well organized and neat at Gramedia
2. Maintain the availability of Mizan book stock at Gramedia stores
3. Ensuring the Mizan book promo event at the store runs well
4. Coordinating in running book review events with authors and publishers

PT MIZAN MEDIA UTAMA

May 2021 – May 2022

Sales Event Indonesia & International Book Fair

1. Ensuring event and display areas are maintained in a conducive condition
2. Perform cashier transactions to support event operations
3. Maintain product stock availability in the event (Stock control)
4. Assist in handling customer complaints properly

EDUCATION

TELKOM UNIVERSITY, Bandung Bachelor of Business Administration Cum Laude	2018 – 2022
TELKOM TOURISM VOCATIONAL SCHOOL Majoring in Culinary and Restaurant Management	2015 – 2018

TRAINING

WAREHOUSE MANAGEMENT PROFESSIONAL Revolution Mind indonesia - PT Cisarua Mountain Dairy	2023
SAP SAMPLING SALES ORDER COMMERCIAL ASSISTANT DSM Firmenich Indonesia	2025

ORGANIZATION & OTHER EXPERIENCE

DIGITAL COOPERATIVE START-UP (E-KOPZ)	2019 – 2022
1. Creating a business plan for E-kopz startup 2. Creating a good business model for a digital cooperative startup 3. Make financial projections for the competition preparation 4. Conduct research on the features available by E-kopz to potential cooperative partners	

VOLUNTEER INDONESIA INTERNATIONAL BOOK FAIR, IKAPI	2019
1. Provide directions to students participating in literacy tourism activities 2. Explaining every information of every tenant available in the event 3. Being a liaison between students and teachers with tenants	

REWARD

● 3rd place kaizen program at PT Cisarua Mountain Dairy Improving stock opname accuracy and time efficiency	2023
● Runner-up of GEMASTIK Business Competition in Business ICT field Designing an integrated digital solution to support hydroponic farming operations and market access	2020

SKILLS & COMPETENCIES

● Leadership	● Communication Skills	● Teamwork
● Business Development	● Project Management	● Administration
● Data Entry	● Microsoft Office	
● SAP Material Management	● Accurate	



REVOLUTION MIND INDONESIA®

Nomor: 0013/RMI/WMP/V/2023

Diberikan Kepada :

Firman Edi Saputra

Sebagai : Peserta

Dalam acara Pelatihan

"Warehouse Management Profesional" pada Tanggal 19 dan 26 Mei 2023
di PT. Cisarua Mountain Dairy, Tbk Bogor

Fasilitator : Mudjiyono Ridjan, S.T., M.M., CSCM, CISC, CPDM, CTRMI®

Bogor, 26 Mei 2023

Muhammad Hadi Nur Yahya Tasman

Direktur

