

Olivia Aritonang, S.Farm

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Summary

Purchasing professional with experience in supplier sourcing, quotation management, and international procurement of laboratory instruments and equipment. Skilled in handling end-to-end purchasing processes, including supplier evaluation, quotation analysis, and commercial negotiations covering pricing, MOQ, incoterms, and lead times. Experienced in coordinating with cross-functional teams such as purchasing, logistics, and technical departments to ensure smooth and timely procurement processes. Detail-oriented and analytical, with a strong focus on cost efficiency, data accuracy, and well-structured documentation to support effective purchasing operations.

Education

Universitas Sumatera Utara

2025

Bachelor of Pharmacy, Pharmacy

- Cum laude, GPA: 3.76/4.00.

Working Experience

PT Trias Nathomi Chemindo

Aug 2025 - Present

Product Specialist (Procurement and Supplier Sourcing)

- Managed procurement and sourcing projects for laboratory instruments and equipment based on customer technical requirements.
- Monitored inventory and conducted periodic stock counts using ERP (Accurate) to ensure stock accuracy and availability in line with operational requirements.
- Executed end-to-end sourcing processes, including supplier identification, supplier shortlisting, and quotation requests (RFQ).
- Evaluated technical and commercial quotations from international suppliers to determine the most suitable procurement options.
- Negotiated pricing, MOQ, incoterms, payment terms, and production lead times with overseas manufacturers and principals.
- Conducted global procurement activities for analytical instruments sourced from China, Europe, USA, and other Asian countries.
- Maintained structured records of supplier communication, quotations, specifications, and procurement documentation.
- Coordinated with internal departments including purchasing, logistics/export-import, service engineers, and sales to ensure smooth procurement and delivery processes.
- Conducted market research and supplier analysis to identify new sourcing opportunities and competitive products.
- Conducted client visits across multiple cities for meetings, product presentations, site surveys, and laboratory needs assessments.
- Built and maintained professional relationships with international suppliers, distributors, and industry partners.

Non-Sterile Dosage Form Technology II Lab, Faculty of Pharmacy, USU

Jun 2023 - Jun 2025

Laboratory Assistant (Part Time)

- Assisted laboratory operations including material preparation, weighing, and documentation of experimental activities.
- Recorded laboratory data and prepared technical reports and documentation.
- Ensured compliance with Standard Operating Procedures (SOP) and Good Laboratory Practice (GLP).

Pharmaceutical Dosage Form Lab, Faculty of Vocational Studies, USU

Jun 2023 - Jun 2025

Laboratory Assistant (Part Time)

- Supported laboratory workflow including raw material preparation and documentation management.
- Maintained organized laboratory records and experiment reports.

Directorate General of Higher Education, MOECRT

Apr - Dec 2024

Student Researcher

- Conducted laboratory research including experimentation, data recording, and report preparation.
- Analyzed research results and prepared technical documentation and presentations.

Awards and Honors

- Cum Laude Distinction – Top Graduate, Graduation Period III (May 2025):** Conferred for graduating with honors (GPA 3.76/4.00) from the Faculty of Pharmacy, Universitas Sumatera Utara
- Oral Presenter – Setia Budi International Conference on Pharmaceutical and Health (2025):** Selected to present research on the isolation and characterization of alpha cellulose from young coconut coir using alkaline treatments
- National Research Grant Awardee – Directorate General of Higher Education (2024):** Successfully secured IDR 114,000,000 in funding for a research project on the synthesis and application of sodium CMC from coconut coir

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4. **Riau Islands Provincial Scholarship Recipient (2024)** :Awarded by the Riau Islands Provincial Government for academic performance and active student engagement
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Organizational Experience

INCOMPHASCO – Intelligent Pharmacy Student Community	2024 - 2025
<i>Secretary</i>	
Prepared competition materials, organized sessions, and assisted coaching	
Gerak Muda Rempah (Herbal Outreach Program)	2024
<i>Co-leader</i>	
Taught traditional herbal usage to local communities	
18th Anniversary – Faculty of Pharmacy, USU	2024
<i>Event Coordinator</i>	
Organized seminars and alumni gatherings involving all faculty, students, and alumni of Faculty of Pharmacy Universitas Sumatera Utara (700+ participants)	

Skills

Technicals: Supplier sourcing and vendor identification, Request for Quotation (RFQ) management, Supplier quotation evaluation and cost comparison, Commercial negotiation (price, MOQ, incoterms), Supplier relationship management, Procurement documentation management, Market and supplier research

Tools: Microsoft Office.

Soft Skills: Negotiation and communication, Analytical thinking, Attention to detail, Time management, Cross-functional coordination, Adaptability, Teamwork, and Integrity.
