



HAFIZD ARDYA FIRNANDA

082134055341 | hafizdardy06@gmail.com | <https://www.linkedin.com/in/hafizd-ardya-firnanda-174067298/>

JL Raya Bekasi Timur, Kelurahan Jatinegara Kaum, Kecamatan Pulogadung, Jakarta Timur

Bachelor of Management from Sebelas Maret University. A well-rounded individual with a passion for human resources and finance. I have experience working as an administrative staff member at BPVP Surakarta and as a Senior Procurement Staff at PT Central Plotter Indonesia. I enjoy meeting new people, making new friends and gaining new experiences, and possess excellent public speaking skills.

Work Experiences

Central Plotter Indonesia - Jakarta Selatan, DKI Jakarta Jan 2024 - May 2026

Senior Staff Procurement

- Managing the Procurement Process
- Finding and Managing Vendors
- Sourcing new suppliers.
- Requesting and comparing price quotations (RFQ/RFP).
- Negotiating purchase prices and payment terms.
- Creating Purchase Orders (PO) and modifying POs according to quotations and management approval.
- Creating monthly purchasing reports.
- Creating vendor performance reports.
- Creating efficiency and cost savings reports.

BPVP Surakarta - Surakarta, Jawa Tengah Jan 2022 - Dec 2023

Staff Administrasi

- Manage and maintain the accuracy of company data and documents, including archiving, processing and storing relevant documents
- Prepare and maintain schedules, organize meetings, and send invitations and reminders to related parties

Kemnaker RI - Jakarta Selatan, DKI Jakarta Jan 2021 - Mar 2021

Internship

- Creation and Delivery of Letters/Packages for Office Needs
- Creating Data Archives
- Prepare and Manage Office Agendas

Education Level

Universitas Sebelas Maret - Surakarta, Jawa Tengah Aug 2019 - Jul 2023

Bachelor of Degree in Management, 3.40/4.00

- Head of the PKM-K (Program Kreativitas Mahasiswa-Kewirausahaan) with proposal entitled PackitWise startup berbasis aplikasi untuk mengatasi permasalahan yang berkaitan dengan pengemasan produk tidak ramah lingkungan pada UMKM.

Organisational Experience

Himpunan Manajemen FEB UNS Oct 2020 - Nov 2021

Staff Humas

Art performance activities from all study programs (10+) within the Faculty of Economics and Business, UNS, Awards evening for outstanding students

- Establish relationships between the committee (180+ person) and campus staff
- Be a liaison between the guest delegation and the organizing committee (LO)

Skills, Achievements & Other Experience

- **Achievements** (2024): Awarded as the best performing individual in the Directorate General of Vocational Training and Productivity Development 2024. Recognized for consistently exceeding service targets and providing excellent problem-solving skills.
- **Soft Skills**: Human Resources, Effectiveness Training, Time Management and Multitasking, Microsoft Office & Administrative Support, Problem Solving & Negotiation, Effective Communication (Indonesian & English)