



BILLY FAUZI

Mobile: +62 852 1414 8545 | **Email:** billy3fauzi@gmail.com | www.linkedin.com/in/billy-fauzi
Address: Villa Ilhami Blok D/79, Jalan Alam 2, Kelapa Dua, Kabupaten Tangerang

About me

Billy Fauzi is an International Business Management graduate from BINUS University with experience in procurement, vendor management, and supply chain operations. Through his roles at Danamon and VIVERE Group, he has developed expertise in vendor management, SAP and P2P/Oracle systems, procurement data analysis, purchasing processes, and supply chain coordination. He is detail-oriented, analytical, and proactive, with a strong ability to collaborate across functions, improve business processes, and support operational efficiency.

Education Level

Universitas Bina Nusantara - Tangerang, Indonesia

Undergraduate in International Business Management

Tangerang
September 2020 – November 2024

- GPA: 3.70.
- Acquired comprehensive knowledge of entrepreneurship, including supply chain, marketing, human resources, and other key business areas.
- Served as Staff of Talent Development and Events in Bersama Dalam Musik (BDM).

Experience

Contract in Bank Danamon Indonesia

Procurement Supplier Relationship Management

Jakarta
April 2026

- Managed vendor registration and reactivation processes through the Supplier Management Invoice System (SMIS), including verifying document completeness in accordance with company SOPs
- Ensured approved vendor data in SMIS was successfully integrated into P2P/Oracle systems to facilitate seamless transaction and payment processing.
- Performed data cleansing, data analysis, and monitored Year-to-Date (YTD) spending and savings based on Purchase Order (PO) transactions using Microsoft Excel and data extracted from P2P/Oracle systems.
- Provided guidance and support to users in resolving issues related to vendor registration and reactivation processes within the SMIS and P2P systems.
- Collaborated with IT teams to design process flowcharts and develop a Vendor Deviation Request feature through JIRA, reducing manual processes and improving procurement efficiency.

Contract in Vivere Group

Procurement Retail, Trading, Distribution and GA

Tangerang
August – February 2026

- Sourced goods/raw materials for trading, distribution, and general assets, as well as negotiating prices, payment terms, and delivery schedules with vendors
- Prepared Vendor Comparison Reviews (minimum of 3 suppliers).
- Created Purchase Orders (PO) through SAP, conduct PO cleansing, monitor PO status, send PO to vendors, and prepare Down Payment (DP) Forms through SAP and Memo Kasbon.
- Coordinated deliveries to ensure goods arrive on time and meet requirements.
- Ensured that goods received match specifications with Good Receipt status.
- Submitted payment requests to Finance by providing complete supporting documents (invoice, delivery note, tax invoice, PO copy, DP request form)
- Monitored the payment process until closing.

Procurement Fundamentals

Jakarta
April 2025

- Acquiring knowledge about contract management, creating purchase orders (PO), and handling goods delivery processes (including export and import).
- Familiar with the workflow of procurement processes, from Purchase Request to the receipt of goods/services (GR/Service Acceptance) and invoice settlement.
- Having knowledge in using procurement software such as SAP (modules, MM)
- Actively learning the basics of procurement processes using SAP to enhance understanding and readiness for professional practice.

Internship in PT. Trakindo Utama <i>Customer Experience & Marketing Communication Intern</i>	Jakarta February 2023 - January 2024
- Organized customer data of PT. Trakindo Utama for sending messages via WhatsApp blast regarding various information. - Utilized Pivot Table to analyze customer attendance data from Trakindo Roadshow (Medan and Yogyakarta), identifying participation trends to support strategic decision-making in event planning and resource allocation. - Organized WhatsApp blasts to be sent to customers and partners of PT. Trakindo Utama according to the predetermined customer WhatsApp numbers. - Conducted data analysis to optimize campaigns and enhance customer satisfaction, demonstrating strong analytical and decision-making skills. - Scheduled and managed content for social media publication using Creator Studio tools, ensuring timely and engaging posts to enhance brand visibility and customer engagement.	

Organization Experience

BINUS Bersama Dalam Musik (BDM) Talent Development and Event	Tangerang
<i>Division within the organization</i> - Managed various BDM work schedule and as bdsm frontliner - Developed training section activities and acoustic performance	October 2020 - October 2022
<i>Division of Public Relation of Cannect</i> Which is a bonding event that aims to bring closer relations between talents/members, activists and administrators in UKM BDM - Created gforms and broadcasts to be published to BDM UKM members - Communicated via line with alumni from the BDM organization to participate in the bonding event - Successfully achieved a 100% attendance rate by effectively encouraging participation in the bonding event for prospective activists and members.	

Skills & Interests

Hard Skills: SAP (Procurement), Microsoft Office (Microsoft Excel, Word, Powerpoint). Canva Interests: Learning and Development, Project Management., Marketing, Supply Chain, Procurement, Management	
---	--

Additional Information

Certificates: Procurement Operations (https://drive.google.com/file/d/1W4VTRHe7_erJwMyhYAlkB8bDsfr7ns9u/view?usp=sharing) Certificates: Export Import (https://drive.google.com/file/d/1r_l9cSUa2qqQ8QC24aVeOOqPu5H-qEQd/view?usp=sharing) Certificates: Supply Chain Management (https://drive.google.com/file/d/1Ctbvyc2ToiNrZAqrY1LNr8zGoZ0lcC88/view?usp=sharing)	
--	--