

SEPTIANI JELITA RACHMAWATI

PROCUREMENT IMPORT

Jakarta Selatan | septianirch@gmail.com | 0856-9446-9201

Import procurement specialist with hands-on experience in international purchasing, customs documentation, and supplier coordination. Skilled in managing end-to-end import processes, verifying regulatory requirements, and maintaining efficient communication with overseas vendors and freight forwarders. Detail-oriented, fast-paced, and experienced with ERP systems (Odoo) and compliance standards.

AREA OF EXPERTISE

- International Purchasing
- ERP & Procurement Systems
- Regulatory Compliance (Halal & ISO 9001:2015)
- Import Documentation
- Customs Clearance Coordination
- Microsoft Excel Proficiency

PROFESSIONAL EXPERIENCE

Procurement Import, JFORCES GROUP

July 2025 - Present

Company focus: Military-grade equipment, machinery, and technical components

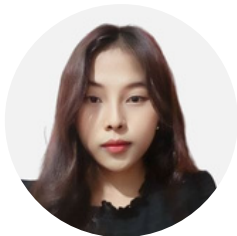
- Handle procurement of military equipment, tactical items, machinery, and engineering materials from overseas suppliers.
- Manage end-to-end import process from PR to warehouse receiving, ensuring strict compliance with internal security and technical specifications.
- Negotiate prices, Incoterms, and delivery schedules with global vendors to secure optimal procurement value.
- Prepare and validate PO and Sales Purchase Agreement (SPA) for high-spec military and mechanical products.
- Coordinate with forwarders on shipment planning, mode selection, and arrival timelines.
- Confirm HS Codes, permits, and regulated import requirements to avoid clearance delays.
- Prepare cost and price comparison reports for management decision-making.

Staff Purchasing, PT Nilam Widuri

June 2024 - July 2025

Company focus : chemical manufacturing & raw chemical imports

- Managed procurement and import of chemical raw materials, including controlled and regulated items.
- Processed 20+ monthly chemical import transactions valued ±USD 150,000 from the US, China, India, Singapore, Philippines, Germany, and France.
- Verified import documents (Invoice, Packing List, B/L, COO, MSDS), ensuring compliance with chemical-specific regulations.
- Coordinated with Bea Cukai, PPJK, and shipping lines for chemical clearance and mandatory inspections.
- Handled incorrect shipment cases (HS Code mismatch / chemical classification issues) and completed re-export procedures under PMK 160/2022.
- Ensured compliance with Permendag rules, Lartas, INSW, and chemical import requirements (PI, BPOM, LS when applicable).
- Prepared weekly reports on shipment status, ETA, and PPh 22 import tax records.



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EDUCATION

Universitas Bina Sarana Informatika - Bachelor of Management

2024 - Present

GPA: 3.84/4.00

SMK Negeri 8 Jakarta

June 2021 - July 2024

Vocational High School - Office Administration

- 6 (Six) months internship at Ministry of Manpower RI
- Office administration & digital data processing

CERTIFICATIONS & TRAINING

- In House Training (IHT) – Pemahaman ISO 9001:2015 dan Sistem Jaminan Halal
Diselenggarakan oleh: PT Nilam Widuri
2024
- Sertifikasi BNSP – LSP Administrasi Profesional
Klaster: Mengelola Dokumen Kantor & Melakukan Komunikasi di Tempat Kerja
2023 – Kompeten
- TOEIC – Score 850 (2024)