



Fitri Lumbantoruan

Procurement & Contract

Contact



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Lumban Julu, Sumatera Utara

Education

2013-2017

Industrial Engineering

University of North Sumatera-Medan

Language

English-Intermediate

Bahasa Indonesia -Native

Expertise

- Commercial & Contract Negotiation
- Procurement & Tender Process
- Drafting & Writing Document
- Communication
- Global Sourcing

Achievement

- Awarded 2nd Place – Best Project Innovation and Most Innovative Delegate at the International Youth Innovation Summit, recognizing excellence in innovative project development and creative problem-solving.

Profesional Summary

Dynamic procurement and contract with a proven track record at PT Amman Mineral Nusa Tenggara. Expert in commercial negotiation and tender processes, successfully managing high-stakes projects. Strong communicator with global sourcing skills, consistently achieving KPIs and enhancing supply chain efficiency. Committed to delivering exceptional results in fast-paced environments.

Experience

Spec. Procurement & Contract

PT Amman Mineral Nusa Tenggara

Aug 2023-Apr
2026

- Responsible to manage all transactional activities to meet the Contract SOP's to include following the procuring processes started from: (i) sourcing, (ii) developing, (iii) execution, (iv) administration/expediting and (v) closing out / receipting
- Complying with the company KPI to complete Tenders in 45 calender days, issuance of contract in 21 days, and amendment in 14 calender days with an average of 14 requests per month.
- Responsibility is to administer the procurement and contract in the following areas: vessel chartering, domestic and international ocean freight, heavy lift services, shipbuilding, domestic and international third-party logistics services / contract logistics (including warehousing, handling, freight, trucking, etc.
- Successfully managing notable tenders including vessel chartering, Security services, Various building revitalization project on-site, Inland trucking services, Construction of 24 unit security Post for sitewide, Manpower Supply & International 3rd Party Logistics Services.

Production Planning & Project Supervisor

2020-2023

PT Artha Prima Humatindo

- Monitoring & prepare production performance data.
- Document Control Representative.
- Implement a highly efficient and cost-effective supply chain.
- Control raw materials and regulate their processing into finished goods.
- Prepare files and assist in the verification process for ISO, SIINAS, and TKDN.
- Calculate machine work effectiveness and arrange production operator work shifts.
- Oversee the production process and ensure alignment with written report data.
- Monitor and manage warehouse operations.

Spec. Production & Logistic

2019-2020

- Prepare purchase order and requisitions for ordering materials, goods and supplies.
- Develop a production Plan.
- Carry out raw material control and monitor the production process from raw materials to finished goods.

Certification & Training

- Amman Core Value Training- January 2026
- Charter Party and Marine Insurance for Mining Industry February 2025.
- Contract Management & Cost Negotiation August 2024.
- Self Leadership : How to be an effective Performer by NBO Indonesia. October 2022