

Muhammad Fikri Rahadian Utama

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EDUCATION

Badan Nasional Sertifikasi Profesi

Pengadaan Barang dan Jasa ; Certified Contract Management Service

Universitas Trisakti

Management

- Cumulative GPA: **3.90/4.00**

Universitas Trisakti

Bachelor of Industrial Engineering

- Cumulative GPA: **3.03/4.00**

Jakarta, Indonesia

2022

Jakarta, Indonesia

Juli 2021 – Februari 2024

Jakarta, Indonesia

August 2015 – February 2020

WORK EXPERIENCES

Tamaris Group

Supply Chain Officer

Jakarta, Indonesia

May 24 - Present

- Manage the end-to-end procurement cycle for construction materials, mechanical & electrical equipment, manufacturing components, and project-related services — from demand planning, sourcing, tendering, commercial evaluation, negotiation, contract finalization, until delivery and site acceptance.
- Develop procurement strategies aligned with project schedules and production plans by analyzing historical consumption data, sales trends, engineering requirements, and market conditions to ensure accurate demand forecasting and cost control.
- Lead commercial negotiations with suppliers and subcontractors covering pricing, technical specifications, payment terms, lead times, Incoterms, and delivery schedules to secure optimal commercial and operational outcomes.
- Monitor and control inventory performance across warehouses and project sites, including stock opname coordination, turnover analysis, aging stock evaluation, and implementation of optimization strategies to prevent overstock, stockouts, and material waste.
- Collaborate closely with Engineering, Project, Construction, Production, and Operations teams to align procurement schedules with project milestones, installation timelines, and manufacturing output targets.
- Coordinate inbound logistics activities, including transportation arrangements, customs clearance (if applicable), warehousing, and material distribution to ensure timely and accurate delivery to factories or project sites. Manage import logistics processes for overseas procurement, including coordination with freight forwarders, preparation and verification of shipping documents (PI, PO, BL/AWB, packing list, invoice), customs clearance, and compliance with Indonesian import regulations.
- Arrange and monitor domestic logistics and transportation for local suppliers, including shipment scheduling, delivery tracking, and coordination with vendors and project sites to ensure on-time delivery.

PT. Jasa Tirta Energi

Procurement Staff

Jakarta, Indonesia

Jul 21 - Jan 24

- Managed the procurement process, from sourcing and supplier selection to negotiating contracts and ensuring compliance with procurement policies
- Developed and implemented a process to select and evaluate suppliers based on quality, price, and delivery
- Negotiated contracts with suppliers to secure favorable terms and conditions.
- Maintained and updated vendor database with supplier contracts and other relevant information.

PT. Pertamina Gas

Human Capital Internship

Jakarta, Indonesia

Mar 20 - Aug 20

- Report employee online attendance during pandemic – online
- Updating company databases by inputting new employee contact information and employment details.
- Assisting in the planning of company events.
- Responding to staff inquiries regarding HR policies, employee benefits, and other HR-related matters.

REFERENCE

Anita Pratiwi

Manager SC-PL

Tamaris Group

Zendy Yudha

Manager Energi

PT. Jasa Tirta Energi

SKILLS & INTERESTS

Computer Skills: Microsoft Office (Excel, PowerPoint, Word), Google Workspace, ERP

Languages: English (Proficient)

Interests: Supply Chain, Procurement, Tender, Contract