

SOULTAN SYARIF

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Jakarta, Indonesia

ABOUT ME

A highly motivated fresh graduate with a strong foundation in procurement, logistics, and supply chain management. Gained hands-on experience in procurement at PT Railink KAI Bandara, where I was responsible for sourcing, vendor management, and ensuring timely delivery of operational needs. Proficient in optimizing procurement processes to enhance cost efficiency while maintaining quality and compliance. Skilled in Microsoft Office and Google Suite, with strong analytical abilities to support logistics operations and inventory control. Adaptable, detail-oriented, and results-driven, I am eager to contribute to seamless and sustainable supply chain solutions in the energy sector.

EDUCATION

Universitas Buana Perjuangan Karawang

2020 - 2024

Bachelor of Law, GPA : 3,73-4,00

WORK EXPERIENCES

PT Railink (KAI Bandara) – Procurement Intern September 2024 – July 2025

- Assisted in the end-to-end procurement process, including vendor selection, tender documentation, and contract negotiation to ensure cost-efficient and timely procurement.
- Conducted vendor assessments and compliance checks to maintain quality and regulatory standards.
- Monitored the delivery and logistics of procured goods, ensuring timely arrivals and adherence to quality requirements.
- Analyzed procurement and supply chain data to identify inefficiencies and recommend process improvements.
- Coordinated with cross-functional teams, including logistics and finance, to streamline procurement and distribution operations.
- Assisted in improving procurement workflows to enhance operational efficiency and cost-effectiveness.

PT Titian Service Indonesia – Procurement Officer July 2025 – Present

- Assisted in the end-to-end procurement process, including vendor selection, tender documentation, and contract negotiation to ensure cost-efficient and timely procurement.
- Managed procurement processes based on Purchase Requisitions (PR) received from related divisions, especially workshop and field operations.
- Prepared and sent Requests for Quotation (RFQ) to vendors, analyzed and compared prices to ensure cost efficiency and quality in line with oil & gas industry standards.
- Generated and administered Purchase Orders (PO), overseeing procurement progress to guarantee timely fulfillment for strategic projects, including Well Service (Pertamina zona 4) and TAR N2 (British Petroleum).
- Coordinated procurement processes and project requirements involving Baker Hughes, Schlumberger, and Halliburton, ensuring accuracy in technical specifications and timely service delivery.
- Supported procurement logistics and administrative documentation to maintain availability of goods and services with a focus on efficiency and timeliness.

HARD SKILL

- Procurement & Vendor Management
- Supply Chain & Logistics Coordination
- Operational & Inventory Management
- Data Analysis & Reporting
- Contract Review & Negotiation
- Microsoft Office (Excel, Word, PowerPoint)
- Google Suite (Docs, Sheets, Slides)
- Time Management & Task Prioritization

SOFT SKILL

- Strong Analytical & Problem-Solving Skills
- Effective Communication & Negotiation
- Team Collaboration & Cross-Department Coordination
- Adaptability & Decision-Making Under Pressure
- Time Management & Organizational Skills
- Attention to Detail & Accuracy

LANGUAGE

Indonesian (Native)

English (TOEFL Score 620)



UNIVERSITAS BUANA PERJUANGAN KARAWANG

Terakreditasi Perguruan Tinggi Nomor 764/SK/BAN-PT/Ak/PT/X/2023

Accredited by National Accreditation Agency for Higher Education Number 764/SK/BAN-PT/Ak/PT/X/2023

Memberikan ijazah kepada / Awards the Certificate to

SOULTAN SYARIF

lahir di / born in

Jakarta, Indonesia 25 Desember 2001

Nomor Induk Mahasiswa / Student Master Number

20416274201077

telah menyelesaikan pendidikan Sarjana Program Studi Ilmu Hukum

has fulfilled all requirements for Bachelor Degree Education Program in Law

Fakultas Hukum

Faculty of Law

Terakreditasi Program Studi Nomor / Accredited Study Program Number

5518/SK/BAN-PT/Akred/S/IX/2020

tanggal lulus / date of graduation

04 Juni 2024

kepadanya diberikan gelar / awarded the title of

SARJANA HUKUM (S.H.)

beserta hak dan kewajiban yang melekat pada gelar tersebut.

with all privileges pertaining to the title.

Rector,
Rector

Prof. Dr. H. Dedi Mulyadi, S.E., MM.



Karawang, 04 Juni 2024

Dekan,

Dean



Dr. Deny Guntara, S.H., M.H.

FAKULTAS HUKUM



Universitas Buana Perjuangan Karawang
Transkrip Nilai

NIM : 20416274201077

Nama Lengkap : SOULTAN SYARIF

Program Studi : Ilmu Hukum

Kode	Matakuliah	Periode	Semester	SKS	Grade	Angka Mutu	Kumulatif
HK1200003	Logika Hukum	20201	1	2	A-	3.75	7.5
UBP200007	Bahasa Inggris I (General English)	20201	1	2	A	4	8
UBP200004	Bahasa Indonesia	20201	1	2	A-	3.75	7.5
HK1200004	Hukum Adat	20201	1	2	A	4	8
UBP200001	Pendidikan Agama	20201	1	2	A-	3.75	7.5
HK1200005	Sosiologi	20201	1	2	A	4	8
HK1200002	Ilmu Negara	20201	1	3	B+	3.5	10.5
HK1200001	Pengantar Ilmu Hukum	20201	1	3	A	4	12
HK1200012	Hukum Islam	20202	2	2	A-	3.75	7.5
HK1200010	Hukum Administrasi Negara	20202	2	3	B+	3.5	10.5
HK1200011	Hukum Dagang	20202	2	3	B+	3.5	10.5
HK1200013	Hukum Kesehatan	20202	2	2	A-	3.75	7.5
HK1200008	Antropologi Hukum	20202	2	2	B+	3.5	7
HK1200007	Pengantar Hukum Indonesia	20202	2	3	A	4	12
HK1200009	Hukum Tata Negara	20202	2	3	A	4	12
UBP200009	Pendidikan Pancasila dan Kewarganegaraan	20202	2	3	B+	3.5	10.5
HK1200016	Hukum Perdata	20211	3	3	A	4	12
HK1200019	Hukum Teknologi Informasi (Cyber Law)	20211	3	3	A	4	12
UBP200005	Jatidiri Bangsa	20211	3	2	A-	3.75	7.5
HK1200015	Hukum Pidana	20211	3	3	A-	3.75	11.25
HK1200017	Hukum Internasional	20211	3	3	A	4	12

HK1200020	Ilmu Perundang-undangan	20211	3	3	A-	3.75	11.25
HK1200014	Hukum Perlindungan Konsumen	20211	3	2	B	3	6
HK1200018	Hukum Ketenagakerjaan	20211	3	2	A-	3.75	7.5
HK1200025	Hukum Pajak	20212	4	2	A-	3.75	7.5
HK1200027	Hukum Pidana Khusus	20212	4	3	A-	3.75	11.25
HK1200023	Hukum Acara Pidana	20212	4	3	A-	3.75	11.25
HK1200026	Hukum Lingkungan	20212	4	3	B-	2.76	8.28
HK1200024	Hubungan Industrial	20212	4	2	A-	3.75	7.5
HK1200022	Hukum Acara Perdata	20212	4	3	B+	3.5	10.5
HK1200053	Hukum Dagang Internasional	20212	4	3	A-	3.75	11.25
HK1200021	Hukum Lembaga Keuangan	20212	4	2	B+	3.5	7
HK1200029	Hukum Pemerintahan Daerah	20221	5	2	A-	3.75	7.5
HK1200054	Hukum Anti Monopoli dan Persaingan Usaha Tidak Sehat	20221	5	3	A-	3.75	11.25
HK1200031	Hukum Agraria	20221	5	2	B	3	6
HK1200034	Kriminologi	20221	5	2	A-	3.75	7.5
HK1200030	Hukum Perikatan	20221	5	2	A	4	8
F01200001	Lawpreneurs/Kewirausahaan	20221	5	2	A-	3.75	7.5
HK1200032	Hukum Acara PTUN	20221	5	3	A-	3.75	11.25
HK1200028	Sosiologi Hukum	20221	5	2	A-	3.75	7.5
HK1200035	Pendidikan Anti Korupsi	20221	5	2	A-	3.75	7.5
HK1200043	Metode Penelitian Hukum	20222	6	2	B+	3.5	7
HK1200055	Perbandingan Hukum Perdata	20222	6	3	A-	3.75	11.25
F01200002	Kerja Praktik/Pemagangan	20222	6	3	A	4	12
HK1200041	Etika Profesi Hukum	20222	6	2	B+	3.5	7
HK1200037	Hukum Waris	20222	6	2	B+	3.5	7
HK1200039	Hukum Acara Peradilan Agama	20222	6	3	A	4	12
HK1200038	Perancangan Kontrak	20222	6	2	A	4	8
HK1200033	Filsafat Hukum	20222	6	2	A	4	8
HK1200036	HAKI	20222	6	2	A-	3.75	7.5
HK1200046	Penulisan Karya Ilmiah Hukum	20231	7	2	A-	3.75	7.5
HK1200056	Hukum Perdata Internasional	20231	7	3	B+	3.5	10.5
HK1200042	Alternative Dispute Resolution (ADR) & Arbitrase	20231	7	2	A	4	8

UBP200006	KKN	20231	7	4	A-	3.75	15
HK1200047	Moot Court HTN	20231	7	2	A-	3.75	7.5
HK1200040	Moot Court Perdata	20231	7	2	B+	3.5	7
HK1200045	Moot Court Pidana	20231	7	2	A-	3.75	7.5
HK1200057	Hukum Perusahaan dan Kepailitan	20231	7	3	A	4	12
UBP200008	Tugas Akhir	20232	8	6	A-	3.75	22.5

Indeks Prestasi Kumulatif (IPK): 3.73

Total SKS: 148

Karawang, 28 Juni 2024

Diketahui Oleh

Koordinator Program Studi

Dr. Muhammad Gary Gagarin Akbar, SH.,MH