

AMORA DEVI LARASATI

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PROFESSIONAL SUMMARY

Results-driven professional with a Geophysics background and strong experience in procurement and operations within the F&B industry. Recognized for structured thinking, strong written communication, and the ability to independently manage complex tasks with precision. Combines analytical skills with execution-focused mindset to improve efficiency, maintain accuracy, and support business operations.

PROFESSIONAL EXPERIENCE

Personal Assistant – Private Client

(Feb 2025 – Apr 2026)

- Managed executive scheduling, documentation, and task coordination, ensuring consistent on-time completion of priorities
- Organized and maintained structured records, improving workflow clarity and reducing task miscommunication
- Supported daily operations by aligning tasks and deadlines, enabling more efficient decision-making

Senior Purchasing / Procurement – PT. OMO Food Global

(Aug 2024 – Apr 2025)

- Executed end-to-end procurement processes, handling stock requests and purchase orders with high accuracy and timeliness
- Monitored inventory trends and forecasted stock requirements, minimizing stock shortages and overstock risks
- Coordinated with multiple vendors to ensure reliable supply flow and cost-effective purchasing decisions
- Improved procurement tracking and documentation, increasing transparency and operational efficiency

Senior Purchasing – PT. Kopi Utama Indonesia

(Jan 2024 – May 2024)

- Managed procurement lifecycle from request to fulfillment, ensuring smooth and timely purchasing operations
- Maintained structured and accurate documentation of all purchasing activities, reducing errors and inconsistencies
- Strengthened vendor communication, resulting in more efficient order processing and coordination

Purchasing / Procurement – PT. Bandar Boga Nusantara

(Oct 2022 – Nov 2023)

- Conducted daily purchasing operations, supporting consistent stock availability across business needs
- Monitored incoming and outgoing inventory, ensuring data accuracy and reducing discrepancies
- Maintained procurement records and documentation, improving tracking and operational visibility
- Contributed to cost control efforts by supporting efficient purchasing decisions

EDUCATION

Bachelor's Degree in Geophysics – University of Indonesia

(2017 – 2023)

- Academic Transcript: Available upon request

Cloud Computing Program – Bangkit Academy

(2021)

- Certificate of Completion included

SMAN 32 Jakarta

(2014 – 2017)

CORE SKILLS

- Procurement & Purchasing Coordination
- Inventory & Stock Management
- Vendor Communication & Negotiation
- Data Analysis & Planning
- Documentation & Reporting
- Cost Efficiency & Process Improvement



UNIVERSITAS INDONESIA

memberikan kepada

Amora Devi Larasati

lahir pada tanggal 11 April 1999 di Jakarta

ijazah

Sarjana Sains (S.Si.)

Program Studi Geofisika

Fakultas Matematika dan Ilmu Pengetahuan Alam

dengan segala hak dan kewajiban yang berhubungan dengan gelar akademik ini.

Pemilik ijazah ini mulai aktif pada semester gasal 2017/2018 dengan nomor pokok mahasiswa 1706046470
dan dinyatakan lulus pada 16 Januari 2023

Rektor

Prof. Ari Kuncoro, S.E., M.A., Ph.D.



Tanda tangan pemilik ijazah

Jakarta, 25 Januari 2023

Dekan

Dede Djuhana, M.Si., Ph.D.

Nomor ijazah: 332012023000010



NC. 23- 000311