

PROFESSIONAL SUMMARY

Procurement enthusiast with a background in Agricultural Engineering from Gadjah Mada University. Experienced in vendor management, negotiation, and procurement administration across media and pharmaceutical industries. Skilled in managing documents to support end-to-end processes, ensuring accuracy, compliance, and timely material availability. Passionate about inventory management and workflow optimization to drive operational efficiency.

EDUCATION

Universitas Gadjah Mada

Bachelor of Agricultural Engineering (GPA: 3.42/4.00)

Sep 2020 – Jul 2025

INTERNSHIP EXPERIENCE

Katadata Indonesia

Procurement Intern

Nov 2025 – May 2026

- Prepared, reviewed, and archived approximately 20 procurement documents per month, including Purchase Orders (PO), Surat Perintah Kerja (SPK), quotations, and Berita Acara Serah Terima Pekerjaan (BAST)
- Maintained and updated purchasing data within the company database, handling more than 50 transaction records monthly
- Coordinated and negotiated with more than 15 active vendors to ensure timely delivery of goods and services while maintaining procurement costs within the allocated budget
- Assisted in the vendor evaluation process, accurately verify invoices, and handle tax documents

PT. Kimia Farma, Tbk.

Direct Procurement Intern

Oct – Nov 2025

- Meticulously managed procurement by administration issuing an average of 5-10 accurate and timely Purchase Orders (PO) per week for essential packaging material needs
- Ensured strict procedural compliance by performing data entry and verification of POs into the system with 0% error rate, and compiling comprehensive procurement documentation (softcopy and hardcopy)
- Improved archiving efficiency by organizing, indexing, and managing over 50 historical PO documents, ensuring easy accessibility and audit readiness

ORGANIZATIONAL EXPERIENCE

Novo Club by Paragon

Public Relations Staff for Campus Visit UGM

Feb – Aug 2024

- Successfully established strategic partnerships with 5 UGM student associations to ensure event alignment
- Coordinated a consistent promotional content strategy to attract 60 attendees, surpassing the original target of 50 participants

Pertukaran Mahasiswa Merdeka (Independent Student Exchange) Universitas Jambi

Head of Public Relations Division for Student Exchange Gathering

Nov – Dec 2022

- Managed the distribution of official invitations for 6 internal parties, ensuring the attendance rate of high-level officials reached 80%
- Established partnerships with 7 student organizations and campus media for coverage

Badan Eksekutif Mahasiswa (BEM) Faculty of Agricultural Technology UGM**Expert Staff for Partnership Village Development Ministry**

Nov 2020 – Dec 2022

- Responsible for 2 legal and operational documents for the longan production development program in Desa Klepu, Yogyakarta
- Successfully increased longan production capacity by 25% within 6 months during the longan development work program

AWARDS, PUBLICATIONS & CERTIFICATIONS

- **Award:** Best Presenter at the Mini Research National Seminar VII – Universitas Negeri Gorontalo (2025)
- **Publication:** Characterization and Performance Evaluation of NADES CAF in Ultrasound and Microwave Extraction of Phycocyanin from *Arthrospira platensis* – International Journal of Design & Nature and Ecodynamics (2025)
- **Certifications:** Procurement & Purchasing Excellence – ioda Academy (2026) Public Speaking Training – Universitas Gadjah Mada (2023)

SKILLS

- **Hard Skills:** Supply Chain Management, Procurement Administration, Vendor Management, Microsoft Office, and SAP
- **Soft Skills:** Communication, Negotiation, Problem Solving, Strategic Thinking, Time Management, and Attention to Detail
- **Languages:** Indonesian and English (TOEFL Prediction: 593)