

RAMDHAN PURWADI, S.M

Cipondoh, Tangerang City, Banten

 **0814-1216-2030**

 **Ramdhanpurwadi97@gmail.com**

PROFESSIONAL SUMMARY

Detail-oriented and adaptable logistics professional with more than 7 years of experience in warehouse and logistics operations. Skilled in inventory management, stock monitoring, inbound and outbound processes, and warehouse administration. Experienced in using SAP, WMS, and ERP systems to support operational efficiency. Strong interpersonal communication, problem-solving abilities, and the ability to work effectively both independently and within a team in fast-paced environments.

WORK EXPERIENCE

PT Kimia Farma Trading & Distribution

Logistics Officer | Nov 2018 – Present

- * Created Stock Transfer Orders (STO) based on outlet requests, branch relocations, and forecasting needs
- * Monitored inventory and warehouse activities using Warehouse Management System (WMS)
- * Operated SAP system for logistics and inventory processes
- * Generated daily branch stock reports for the sales team
- * Conducted Goods Receipt (GR) processes for incoming products
- * Monitored STO transactions that had been converted into Purchase Orders (PO)
- * Performed stock opname every three months
- * Applied FEFO (First Expired, First Out) inventory method
- * Handled cold chain products according to operational standards
- * Supported daily logistics operations and document management

Optik Megah

Logistics Officer | Mar 2016 – Aug 2018

- * Prepared and packed products for shipment to outlets
- * Operated Accurate ERP system for inventory management
- * Created barcodes for frames and lenses
- * Conducted stock opname every six months

EDUCATION

Esa Unggul University

Bachelor's Degree in Management | 2018 – 2023

GPA: 3.29 / 4.00

SMK Wiyata Satya Jakarta Barat

Major in Accounting | 2012 – 2015

ORGANIZATIONAL EXPERIENCE

Artsyira Nature Lover Community

Secretary | 2015 – 2018

- * Organized and coordinated seven hiking trips to Mount Gede with an average of 10 participants per trip

Student Council (OSIS)

Chairperson | 2014 – 2015

- * Led and organized a 3-day student orientation program
- * Coordinated school art performances and class meeting events

ACHIEVEMENTS

- * 1st Place – Poetry Musicalization Competition among Jakarta High Schools at UHAMKA
- * 2nd Place – General Poetry Musicalization Competition at Gedung Menza Bulungan

SKILLS

- * Microsoft Office (Word, Excel, PowerPoint)
- * SAP System
- * Accurate ERP System
- * Warehouse Management System (WMS)
- * FIFO & FEFO Inventory Methods
- * Barcode Scanner / RF Handheld Device

- * Strong Communication & Problem Solving Skills

- * Fast Learner & Team Collaboration

- * Driving License A & C