

Rizki Amelia

Jakarta, Indonesia | [LinkedIn](#) | (+62) 877-3554-6724 | rzkamelia27@gmail.com

PROFESSIONAL SUMMARY

Procurement Staff with 1+ year of hands-on experience executing end-to-end procurement processes in a project-based environment. Experienced in PR-to-PO processing, RFQ administration, supplier evaluation, and procurement documentation compliance aligned with internal governance. Strong background in procurement reporting, spend analysis, and cross-functional coordination to ensure timely and controlled delivery of goods and services. Seeking to contribute as Procurement Officer in a structured corporate environment.

WORK EXPERIENCE

- PT Synopsis Sinergi Digital – Procurement Staff**

Aug 2024 – Present
Jakarta – Indonesia

 - Execute end-to-end procurement activities in accordance with internal policies, approval matrix, and company procedures.
 - Process Purchase Requisition (PR) into Purchase Order (PO) through ERP system and monitor order fulfillment.
 - Assist in RFQ process including supplier sourcing, quotation comparison, commercial evaluation, and vendor selection.
 - Prepare commercial comparison summaries to support negotiation and cost efficiency initiatives.
 - Evaluate suppliers based on price competitiveness, delivery reliability, and technical compliance.
 - Ensure procurement documentation completeness (quotation, PO, invoice) aligned with internal governance and audit requirements.
 - Monitor supplier lead time and proactively follow up to maintain on-time delivery performance.
 - Prepare monthly procurement reports including MR vs PO conversion analysis, spend per supplier, discount tracking, tax monitoring, and documentation status.
 - Monitor procurement spend visibility and discount realization to support cost control and finance reporting.
 - Manage high-volume procurement transactions (300–600+ line items monthly) across 15+ internal and project initiatives within a lean organization.
 - Maintain structured procurement tracking tools to monitor delivery status and vendor performance.
 - Handle vendor communication and support issue resolution to minimize operational disruption.
- PT Srimurni Venus Indonesia – Material Control Staff**

Dec 2022 – Jan 2024
Cikarang – Jawa Barat

 - Managed inventory of 3,000 aluminum panels to support continuous production flow.
 - Conducted weekly cycle counts achieving 90% inventory accuracy.
 - Coordinated with production and suppliers to align material orders and delivery schedules.
 - Maintained 90% on-time delivery rate through proactive supplier follow-up.
 - Generated inventory and material reports to support operational decision-making.
- PT Wijaya Karya (Persero) Tbk – Quantity Surveyor Intern**

Dec 2021 – Jan 2022
Sumedang – Jawa Barat

 - Supported cost control and earthwork quantity analysis for Cisumdawu Toll Road Section IV Project.
 - Processed field survey data and converted into graphical analysis using AutoCAD and Excel for volume calculation.
 - Calculated excavation area and volume to support project progress payment reporting.

EDUCATION

Bachelor of Engineering – Civil and Environmental Engineering
IPB University | GPA: 3.78/4.00

TRAINING & CERTIFICATION

Procurement Management Job Training Course — International Supply Chain Masters (Udemy), 2025
Practical Procurement Management Training — Latih, Feb 2024
Quantity Surveyor Utama Certification — LSP Sakti, Oct 2023

CORE SKILLS

Procurement & Supply Chain
Procurement Process | PR to PO | RFQ Administration | Supplier Evaluation | Vendor Negotiation | Commercial Comparison | Procurement Reporting | Spend Analysis | Internal Governance Compliance
Technical Tools
ERP System | Microsoft Excel (Pivot, Lookup) | Microsoft Office | Google Workspace | AutoCAD | SketchUp

ORGANIZATIONAL EXPERIENCE

Himpunan Mahasiswa Teknik Sipil dan Lingkungan

2020 – 2021

Secretary I of Sport and Art Department

- Identified potential students in art and sport for competition based on activity reviews and talent assessment forms
- Facilitated practice sessions to ensure selected students were well-prepared for upcoming competitions
- Managed administrative procedures for the sports and art departments, including monthly and final progress reporting

Himpunan Mahasiswa Teknik Sipil dan Lingkungan

2019 - 2020

Secretary II of Internal Bureau

- Recognized students' hard work, achievements, and special occasions through personalized appreciation
- Facilitated student forums every 6 months to evaluate departmental workplan progress
- Managed administrative procedures for internal affairs, including monthly and final progress reporting