



NAJMA SEKAR LANGIT

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Logistics engineering graduate with a strong interest in logistics and supply chain management. Possess strong leadership, teamwork, communication, and time management skills gained through organizational experience. Skilled in administration and document management. Committed to being disciplined, hardworking, and eager to learn and improve.

Work Experiences

PT Hexa Putra Mekanikal - Jakarta Barat, Indonesia

Nov 2025 - Present

Admin Marketing

Oil & gas mechanical and industrial services contractor

- Owned end-to-end tender administration, supporting multiple project bids in coordination with engineering and estimation teams, ensuring timely submissions and structured post-submission follow-ups.
- Prepared and submitted pricing proposals, ensuring completeness and compliance with tender requirements.
- Managed tender compliance documentation, including certifications and regulatory requirements, ensuring eligibility for client and principal evaluations.
- Coordinated with local and international vendors, internal project teams, and management to support project execution, while maintaining tender pipelines and submission trackers for structured reporting and management visibility.
- Supported procurement of local and overseas goods, including vendor coordination and management of supporting purchase documents.

Universitas Pendidikan Indonesia - Bandung

Feb 2025 - Aug 2025

Consultation Project Course Teaching Assistant

- Facilitated industry-collaborative project-based learning sessions, bridging academic concepts with real-world logistics and supply chain challenges.
- Acted as the support coordinator between lecturers, students, and 20+ industry representatives, ensuring effective communication and project alignment.
- Guided student teams in logistics problem analysis, process mapping, and solution development, improving project output quality and practical relevance.
- Supported assessment, documentation, and reporting processes to ensure compliance with academic and industry standards.

Universitas Pendidikan Indonesia - Bandung

Aug 2024 - Dec 2024

Basic Logistics Practicum Course Teaching Assistant

- Delivered hands-on assistance during laboratory-based logistics sessions, covering inventory management, material handling, and basic warehouse operations.
- Supervised and evaluated student practical assignments, providing structured feedback to strengthen analytical thinking and problem-solving skills.
- Supported course preparation by developing practicum materials, exercises, and evaluation tools aligned with learning objectives.
- Coordinated with the lecturer to ensure course delivery aligned with learning objectives and industry relevance.

PT Bumitama Gunajaya Agro - Jakarta Selatan, Indonesia

Feb 2024 - Jun 2024

Purchasing Officer Intern

Palm Oil & Palm Kernel Agribusiness Company

- Managed and updated 100+ goods receipt (GR) entries weekly using SAP and Microsoft Excel, ensuring accurate inventory records and procurement tracking.
- Supported logistics activity and end-to-end procurement workflows, including Purchase Requisition (PR) and Purchase Order (PO) processing within SAP systems.
- Coordinated with vendors and internal stakeholders to resolve invoice discrepancies, contributing to timely payment cycles and compliance.

Education Level

Universitas Pendidikan Indonesia - Bandung, Indonesia

Sep 2021 - Aug 2025

Undergraduate Logistics Engineering, 3.77/4.00

- Graduated with Honors (Cum Laude), GPA: 3.77/4.00
- Head of the Logistics Engineering Class 2021: Coordinating 84 students in class activities.
- Courses Taken Include: Logistics Inventory, Procurement, Transportation System, Supply Chain Management, Multimode Transportation, Freight Forwarding, Logistics Policies and Regulations, Lean Logistics, Green and Reverse Logistics.

• Best achiever in Management Introduction, Information Technology Introduction, Quality Control, and System Modeling & Simulation courses. • Presenter in ASEAN Symposium for Science, Engineering, Economic, and Education (ASSEEE) Student Symposium 2021	
Alfa Centauri Senior High School - Bandung, Indonesia	Jul 2018 - May 2021
<i>Mathematics & Natural Science</i>	

Organisational Experience

Next Supply Chain	Jul 2024 - May 2025
<i>Competition Division</i>	
• Coordinated communication between mentors and participants, ensuring smooth updates and clear progress reports throughout the competition. • Developed competition assessment criteria, contacted potential judges, and contributed to creating the competition guideline book. • Monitored and supervised the competition from the preliminary rounds to the final, ensuring that each stage of the competition followed the established plan and timeline. • Assisted in preparing sponsorship proposals and other supporting documents to facilitate event execution.	
Logistics Engineering Students Association - Bandung, Indonesia	Oct 2023 - Jul 2024
<i>Secretary</i>	
• Oversaw organizational correspondence and document approval, ensuring all letters and files followed updated SOP standards. • Updated official templates and administrative SOPs to support more consistent documentation and faster approval processes. • Coordinated meetings and maintained centralized administrative records through an improved digital filing system. • Compiled 252 letters.	
Logistics Engineering Students Association - Indonesia	Oct 2022 - Jul 2023
<i>Welfare Service Department</i>	
• Provided welfare support for students facing academic and personal challenges through organized advocacy initiatives. • Head of the "Sarasehan" organizing committee, gathering event for lecturers and logistics students in September 2022 to strengthen academic community relations. • Chaired "Students as Advocates" webinar (May 2023) attended by 80+ participants, promoting inclusive education and financial accessibility.	

Skills, Achievements & Other Experience

• Soft Skills 🌟: Adaptability, Problem Solving, Communication & Collaboration, Leadership, Critical Thinking, Organizational & Administrative Skills, and Public Speaking • Hard Skills: ERP Software (Hands-on experience with SAP (during internship)), Microsoft Office (Excel, Power Point, Word) and Canva • Certification 🌟 (2024): Freight Forwarder Professional Certification – National Professional Certification Agency (BNSP) • Certification 🌟 (2023): IC3 Digital Literacy Certification (IC3 GS6 Level 1) – Certiport • Volunteer 🌟 (2023): Match Operations Role at FIFA U-17 World Cup Indonesia. Assisted in match-day operations and logistics to ensure smooth event execution. Coordinated with organizing committees to support administrative and operational tasks during the tournament. • Publication 🌟 (2023): "Supporting National Food Security Through the Implementation of Radio Frequency Identification (RFID) in the Warehouses of Badan Urusan Logistik", published in Journal of Logistics and Supply Chain, Vol. 3, No. 1. • Volunteer (2022-2023): Interpreter and Documentation Support Team – FIFA U-20 & U-17 World Cups 2023, Si Jalak Harupat Stadium, Bandung. Assisted FIFA and PSSI officials during stadium evaluation to assess venue readiness. Supported documentation and reporting of feedback during the inspection process. Facilitated communication and documentation during stadium evaluation with FIFA and PSSI officials. Supported reporting of venue inspection outcomes to local organizers. • Projects 🌟 (2021): Instructor member of STAR Rumah Belajar organization (STAR Rumah Belajar is a social movement to provide free education to elementary school students in the nearby neighborhood).	
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