

SALSABILLA CANSA MAULIKA

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SUMMARY

Procurement & Project Support professional with 3+ years of experience in construction and infrastructure projects. Strong in vendor coordination, material sourcing support, documentation, and project-based procurement processes. Familiar with PR–PO flow, cost estimation (RAB), and supplier coordination. Proven ability to support timely material availability and ensure smooth project execution.

EDUCATION

TANJUNGPURA UNIVERSITY

Bachelor of Urban and Regional Planning | Tanjungpura University
Faculty of Engineering | GPA: 3.53 / 4.00
August 2016 – January 2021

PROFESSIONAL EXPERIENCE

Project Support (Construction) – Ministry of Public Works & Housing (PUPR) *(Project Based)*

April 2022 – December 2025

- Supported procurement of construction materials by coordinating with vendors and suppliers to meet project requirements
- Assisted in preparation of cost estimates (RAB) and material specifications to support purchasing decisions
- Coordinated with contractors and suppliers to ensure timely delivery of materials aligned with project timelines
- Monitored material usage and supported documentation for procurement tracking
- Liaised with cross-functional teams to clarify material specifications and requirements
- Supported administrative processes including documentation, approvals, and procurement records
- Assisted in vendor quotation comparison and price benchmarking, supporting selection of cost-effective materials while maintaining quality
- Collaborated with vendors and contractors to optimize material costs and delivery terms through coordination and follow-up, supporting overall budget efficiency

Procurement & Project Support (Construction) – Public Works and Spatial Planning and Land of Kubu Raya Regency *(Project Based)*

March 2023 – December 2025

- Supported procurement coordination for construction materials across multi-site infrastructure projects, assisting in PR documentation and purchasing processes
- Prepared budget plans (RAB), cost estimates, and procurement documentation to support material purchasing and project requirements
- Coordinated with contractors and suppliers to ensure timely material delivery, supporting project timelines and site needs
- Assisted in quotation comparison and vendor coordination, supporting selection based on price, quality, and delivery considerations
- Maintained procurement records, supplier data, and tracking reports, ensuring documentation accuracy and accessibility
- Coordinated with project/site teams to understand material specifications and requirements, ensuring alignment with purchasing needs
- Monitored material status and supported follow-up on deliveries to ensure on-time fulfillment
- Supported preparation of procurement reports and documentation, ensuring compliance with project and administrative requirements

SKILLS

Procurement Support • PR–PO Process • Vendor Sourcing • Cost Estimation (RAB) • Supplier Coordination • Negotiation Support • Documentation Management • Excel (Pivot, VLOOKUP)