



Andre Golota Simatupang

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Experienced in Purchasing / Procurement / Logistics / Warehouse / Administration. Familiar SAP software, ERP Software and participated in the development of E-Procurement software. Also equipped with a Procurement Officer certification.

**Achievement** : Best Employee Of The Year (2018) | Development Team Of E-Procurement

## PROFESSIONAL EXPERIENCE



### Buyer Staff

Jan 2025 – Mar 2026

PT Anggun Permai Tekindo – Tangerang Selatan, Banten

#### Objective

Create PO documents, ensure proper purchase, and receipt of goods in accordance, provide recap and quotation for user, and analysis for purchasing report.

#### Management

Buyer Staff

#### Job-desc

- Support Project & Engineering Department to give vendor alternatives to provide:
  - Logistic efficiency up to 30%
  - Accelerate lead time 10-20%
  - Increase quality up to 95%
  - Flexibility of term of payment to be 30 days and more
- Propose innovative R&D product to engineering team by delivering qualified vendor to achieve additional with forecast up to 10 Billion rupiah YoY
- Check and verify purchase order/purchase request from customers/users regarding product specification, description & specification, price, quantity, and due date.
- Create and check purchase request and purchase order.
- Create, check and verificate (sign) shipping documents, such as: Delivery Order, Proforma Invoice, Packing List and other documents needed (MSDS, Mill Sheet, PO).
- Check and verify project equipment and goods and make a packing list document for mobilization and demobilization.
- Create a bid request/request for quote and find the best vendors/suppliers.
- Verify invoice from suppliers and submit it to finance.
- Make purchase request related to SCM department needs.
- Assist other departments on providing prices of products needed.
- Source and approach new vendors and alternative vendors for project needs.
- Update database PO, outstanding and DO.
- Plan delivery schedule for any PO received and inform vendors.
- Follow up outstanding PO to suppliers.
- Ensure delivery of goods is still on track.
- Plan a meeting with suppliers to make any improvements.
- Maintain a good relationship with suppliers.
- Update delivery reports for specific products to customers.
- Verify new vendor by checking company data and doing vendor visits.
- Purchase any supporting tools needed for office and project.
- Receive and ensure that the goods received from the vendor is suitable with the order (typically for project needs).
- Coordinate payment progress with Finance Department.
- Monthly report of bidding and purchase analysis.
- Find and check any procurement process that needs to improve and become effective and efficient.

#### Tools

Google Drive, Microsoft Office, Outlook, ERP

PT Citra Langgeng Sentosa – Bekasi, Jawa Barat

Member of the portal system development team for Procurement (E-Procurement)

Member of the Warehouse Management System development team

**Objective** Increase the accuracy of procurement based on HPS and Competitive Price.  
Increase the accuracy of inventory and the process of goods in and out.

**Management** Purchasing Staff, Procurement Officer, Warehouse Staff

**Job-desc Procurement**

- Prepare requirements and budget for goods/services procurement.
- Select suppliers of goods/services.
- Prepare procurement documents for goods/services.
- Analyze the procurement environment for goods/services.
- Qualify suppliers of goods/services.
- Evaluate the offer documents and performance of goods/service providers.
- Review and align procurement policies for goods/services.
- Formulate organization and budget needs for goods/services procurement.
- Review packages and select suppliers of goods/services.

**Job-desc Warehouse**

- Receive and inspect incoming goods according to shipping documents.
- Ensure all received goods are in good condition and match the order.
- Arrange and store goods in the designated locations.
- Organize goods according to the FIFO (First In, First Out) method.
- Pick goods according to received orders.
- Pack and prepare goods for delivery to customers or production needs.
- Conduct regular stock takes to ensure inventory data accuracy.
- Identify and report damaged or missing goods.
- Use warehouse management system to record goods movements.

**Tools** SOFI (ERP System), WMS (Warehouse Management System)

**Projects** E-Procurement  
Warehouse Management System  
Re-Layout Warehouse



<https://bit.ly/DATABASEANDRE>

PT Solusi Cita Mandala – Bekasi, Jawa Barat

**Objective** Handle all shipping plans for both local and international (Export – Import) and ensure all shipping processes are met.

**Management** Logistic Head | Warehouse Head

**Job-desc**

- Monitor the preparation of incoming goods and supplier readiness.
- Calculate estimated shipping costs for Export-Import.
- Find vendors to assist with Export-Import shipments.
- Submit requests, review offers, and conduct negotiations.
- Monitor the shipping process.
- Inspect the arrival of goods and match with orders.
- Prepare documents for Export-Import shipments and/or customer shipments.
- Conduct inventory calculations and prepare reports.

**Tools** Google Drive, Microsoft Office, Outlook



## Warehouse Operator

Mar 2016 – Jan 2017

PT Cabinindo Putra – Bekasi, Jawa Barat

**Objective** Ensure all inbound and outbound goods processes run smoothly and meet production needs.

**Management** Warehouse Operator

**Job-desc**

- Maintain stock for production processes.
- Inspect incoming goods (quality and quantity).
- Count inventory (Stock Take) at the end of each month.
- Provide monthly inventory reports.
- Maintain cleanliness of the work area.

**Tools** Microsoft Office

## EDUCATION

### Bachelor's Degree in Management

Sep 2019 – Jul 2023

Sekolah Tinggi Ilmu Ekonomi Aprin – Palembang, Sumatera Selatan

- Achieved GPA of 3.50 / 4.00

## COURSES & CERTIFICATIONS

|      |                                             |                          |
|------|---------------------------------------------|--------------------------|
| 2024 | <b>Certified Procurement Officer – BNSP</b> | PPM Manajemen            |
| 2020 | <b>Export – Import Training</b>             | Bushindo Training Center |

## PROJECT

|      |                                                                                                                                                                                            |                           |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 2024 | <b>Member of E-Procurement Development Team</b>                                                                                                                                            | PT Citra Langgeng Sentosa |
|      | <ul style="list-style-type: none"><li>• Find software vendors</li><li>• Help design the displayed menus</li><li>• Help design the foundational concept of the system development</li></ul> |                           |

## SKILLS

**HARD SKILLS** ERP System, Administration System, SAP System

**SOFT SKILLS**

- Good Communication to user
- Negotiation with vendors or suppliers to give excellent services
- Innovative and agility to achieve target
- Fast learner and adaptive to propose solution or improvement