



# MOHAMMAD DIMAS PRIAMBODO

## PURCHASING SPECIALIST

### CONTACT

+62-8127-7672-042  
+62-8588-0660-194

dimd6891@gmail.com

Bekasi, West Java,  
Indonesia

### EDUCATION

2010 - 2016  
UNIVERSITAS AL - AZHAR  
INDONESIA

- Bachelor of Arts  
of  
International Relations
- GPA: 3.09 / 4.00

### SKILLS

- Project Management
- Purchasing Management
- Strategic Procurement
- Category Management
- Supply Chain
- Supplier Relationship Management
- Occupational Health and Safety

*"Dynamic and resourceful professional possessing strong background and extensive experience in administrative assistant and purchasing & procurement of materials, equipment, and services across multiple industries. Well-versed in developing and performing Supplier Relationships Management, negotiating contracts, strategic sourcing, and implementing cost reduction processes through effective and efficient procurement process. Demonstrated ability to analyze and forecast purchasing trends, improve supplier performance, and ensure compliance with corporate purchasing policies."*

### WORK EXPERIENCE

#### Alfaza Gemilang Indonesia

2021 - 2023

##### Purchasing Supervisor

- Be accounted for RFQ, Purchase Order (PO), and Delivery Note processing.
- Support the user defining purchase requests when needed.
- Define the correct buying channel for each request; choose the best supplier in terms of price, quality and lead time.
- Ensure that a PO is created correctly (BORG info, currencies, quantity, etc.), and follow up on any issues related to PO creation.
- Involve the Procurement Specialist Field in spot buys when local knowledge is required or if purchase threshold is exceeded.
- Manage day-to-day interactions with suppliers and performing SRM.
- Perform problem solving for non-technical issues with operations users.
- Trigger catalog and buying guide updates when required.
- Delivered exceptional and comprehensive administrative and organizational support across multiple departments
- Served as the primary point of contact for clients
- Managed project inquiries, tracked orders, and coordinated product demonstrations, contributing to increased client satisfaction.
- Conduct Inspection / Induction in regards to safety factors and PPE Compliances for team member who work at night shift and / or working at site

#### Doosan Heavy Industries Indonesia

2019 - 2021

##### Doc. Controller & Jr. Subcon. Engineer

- Assisting Sr. Contract Manager to Review different types of contracts/agreements for the projects.
- Administer the contracts and ensure all terms and conditions are implemented by all parties.
- Review and analyse tender documents from commercial and contractual point of view (list of clarifications, TDS & SDS, method statement, bank guarantee, risk identification and assessment)
- Oversaw of commercial and technical documents, safety procedures, and regulatory filings within the ACONEX system by Oracle

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SOFTWARE & APPS

- Ms. Office
- Maximo by IBM
- ACONEX by Oracle
- Canva
- Ariba

LANGUAGE PROFICIENCY

- English
- Italian
- Spanish
- French

WORK EXPERIENCE

POSCO E & C INDONESIA 2017 - 2019

- Translator & HRGA Manager Assistant
- Provided translation and interpretation service for document and verbal communication from English to Bahasa and Vice Versa to streamline communication with diverse stakeholders.
  - Collaborated with HR and GA teams on high-priority task such as dispute settlement, overtime payment calculation for staff and daily worker, sourcing and creating price comparison sheet for purchasing indirect goods, including onboarding, resource allocation, and space & event planning.
  - Excelled in document preparation (letters, MOM, reports), recordkeeping, meeting organization, and travel & logistics coordination, including international visa support.
  - Entrusted with sensitive administrative tasks, ensuring discretion and adherence to company policies.
  - Monitor and maintain brand consistency across all marketing channels and materials.

Lao Chow Indonesia 2017 - 2017

- Administrative Assistant
- Delivered exceptional and comprehensive administrative and organizational support across multiple departments
  - Served as the primary point of contact for clients
  - Managed project inquiries, tracked orders, and coordinated product demonstrations, contributing to increased client satisfaction.
  - Prepared reports, managed calendars, and coordinated travel arrangements for senior leadershipDevelop and execute comprehensive marketing strategies and campaigns that align with the company's goals and objectives.

INTERNATIONAL EXPERIENCE

- **Indonesian Delegate, Japan-East Asia Network of Exchange for Students and Youths Leadership Forum, Iiyama - Japan, 2014**  
Collaborated with student delegates from 9 ASEAN nations to delve the technology opimization and utilization in regards to enhance efectiveness in General Election
- **Indonesian Delegate, ASEAN Youth Organization Student and Youth Exchange, Sieam Reap - Cambodia, 2015**  
Synergized with student delegates from 9 ASEAN nations to discuss the strategy in maximizing the undiscovered potential of Culture and Tourism as a valuable foreign exchange earner

## **CERTIFICATE OF EMPLOYMENT**

### **SURAT KETERANGAN KERJA**

No: 004/DHII-CLG/SKK/VIII/2021

This is to certify that,

Dengan ini menerangkan bahwa,

<u>Name</u> Nama	:	<b>Mohammad Dimas Priambodo</b>
<u>Position</u>	:	<b>Document Controller (Aug 19<sup>th</sup>,2019 – May 31<sup>st</sup>,2021)</b> <b>Subcontract Engineer (June 1<sup>st</sup>,2021 – Aug 18<sup>th</sup>,2021)</b>
<u>Jabatan</u> <u>Project</u>	:	<b>Unit 9&amp;10 Suralaya CFSPP Project -Cilegon</b>
<u>Job Location</u> <u>Lokasi Kerja</u>	:	<b>PT. Doosan Heavy Industries Indonesia</b> <b>Suralaya – Cilegon - Banten</b>
<u>Period of Service</u> <u>Masa kerja</u>	<u>From</u> <u>Dari</u>	: <b>August 19, 2019</b>
	<u>Up to</u> <u>Sampai</u>	: <b>August 18, 2021</b>
<u>Reason for Leaving</u> <u>Alasan berhenti</u>	:	<b>Contract Completion</b>

We would like to thank you for your good dedication and contribution to the company and wish you success in the future.

*Kami mengucapkan terima kasih atas dedikasi dan kontribusi yang baik pada perusahaan, dan semoga sukses menyertai anda di masa yang akan datang.*

Cilegon, 19 August 2021  
PT. Doosan Heavy Industries Indonesia



**Rita Juhalder**  
HRGA Manager

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## Employment Certificate

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**Employee's Name** : Mohammad Dimas Priambodo

**Position** : Translator & HRGA Assistant

**Designated Project** : Rajawali Place Project St. Regis Building

**Project Address** : Jl. Setia Budi Tengah No.1, Kuningan,  
Kec. Setiabudi, Kota Jakarta Selatan

**Working Period** : December 20 2017 - June 20 2019

*We would like to appreciate your superb performance and contribution throughout your working period to this company, particularly for Rajawali Place Project. We wish you a good luck and success in every steps of your career.*

Jakarta, June 18 2019

POSCO E&C INDONESIA RPP PROJECT



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**Sri Lestari Hutami**  
HR Manager



**TRANSKRIP NILAI  
(ACADEMIC TRANSCRIPT)**

Nama (Name) : Muhammad Dimas Priambodo  
 NIM (Student Identification) : 0801510005  
 Tempat & Tanggal Lahir (Place, DOB) : Jakarta, 27 September 1997  
 Fakultas (Faculty) : Ilmu Sosial dan Ilmu Politik (Social and Political Sciences)  
 Program Studi (Department) : Ilmu Hubungan Internasional (International Relations)  
 Program Pendidikan (Program) : S-1

No	Nama Mata Kuliah (Subject)	Kode (Code)	Prestasi (Performance)			
			Huruf (Grade)	Angka (Score) (N)	SKS (Credit) (K)	Bobot (Point) (NKK)
1	Agama Islam (Islamic Religion)	A301100001	B	3	3	9
2	Asas-asas Manajemen (Management Principles)	F0022100110	B	3	3	9
3	Bahasa Arab (Arabic Language)	A101110106	B	3	2	6
4	Bahasa Indonesia Pemilihan Umum (Indonesian Language)	F152111101	B	3	2	6
5	Bahasa Inggris (English)	F002210001	B	3	2	6
6	Bahasa Inggris Penulisan (English Composition)	A301100003	A	4	2	8
7	Dasar-dasar Politik Internasional Asas Politik (The Dynamics of International Politics in Asia Pacific)	IE54310005	C	2	3	6
8	Ekonomi Politik Internasional (International Political Economy)	IE53310017	C	2	3	6
9	English for International Relations (English for International Relations)	IE53100007	A	4	3	12
10	Filosofi Ilmu & Sains dan Islam (Scientific Philosophy & Islamic Beliefs)	A301100507	B	3	3	9
11	Geostrategi (Geostrategi)	IE52210020	B	3	3	9
12	Hub. di Kawasan Amerika (Geographical Relations in The Americas Continent)	IE53110022	A	4	3	12
13	Hukum Internasional (International Law)	IE53100304	B	3	3	9
14	Keberagaman Politik di Tatanan Global (Diversity and Thought in Politics in Middle East)	IE54310001	A	4	3	12
15	Kerangka Global Kontemporer (Contemporary Global Issues)	IE53111002	B	3	3	9
16	Metode Penelitian Sosial (Social Research Methods)	F002200208	B	3	3	9
17	Metodologi Penelitian Hubungan Internasional (International Relations Research Methods)	IE53310010	C	2	3	6
18	Militer & Politik (Military and Politics)	IE53310414	B	3	3	9
19	Negosiasi & Resolusi Konflik (Negotiation and Conflict Resolution)	IE53310621	B	3	3	9
20	Organisasi Internasional (Studies in International Organization)	IE53310202	B	3	3	9
21	Pendidikan Pancasila dan Kewarganegaraan (Pancasila & Civic Education)	A30110105	B	3	2	6
22	Pengantar Antropologi (Introduction to Anthropology)	F002210002	A	4	3	12
23	Pengantar Ilmu Ekonomi (Introduction to Economic Science)	F002210004	B	3	3	9
24	Pengantar Ilmu Hubungan Internasional (Introduction to Relation International)	IE5310101	A	4	3	12
25	Pengantar Ilmu Hukum (Introduction to Law)	F002200005	A	4	3	12
26	Pengantar Ilmu Politik (Introduction to Political Science)	F152213101	B	3	3	9
27	Pengantar Sosiologi (Introduction to Sociology)	F002210001	B	3	3	9
28	Pengantar Statistik (Introductory Statistics)	F002210014	B	3	2	6
29	Pengantar Studi Kawasan (Introduction to Regional Study)	IE53300306	C	2	3	6
30	Pengantar Studi Pertahanan dan Keamanan (Introduction to Defense Studies)	IE53300307	A	4	3	12
31	Pengantar Strategi (Strategic Studies)	IE53310442	B	3	3	9
32	Pemahaman Jawa Kepemimpinan dan Karakter Kepemimpinan (Leadership and Corporate Character)	A301210502	B	3	3	9
33	Politik Internasional (International Politics)	IE53310303	B	3	3	9
34	Politik Luar Negeri Jepang (Japanese Foreign Policy)	IE53310413	C	2	3	6
35	Politik Luar Negeri Republik Indonesia (Foreign Policy of Indonesia)	IE53300408	C	2	3	6
36	Politik dan Pemerintahan Jepang (Japanese Politics and Government)	IE53310016	C	2	3	6



# **TRANSKRIP NILAI (ACADEMIC TRANSCRIPT)**

Nama (Name) : Mohammad Dimas Priambodo  
NIM (Student Identification) : 0801510005

No	Nama Mata Kuliah (Subject)	Kode (Code)	Prestasi (Performance)			
			Huruf (Grade)	Angka (Score) (N)	SKS (Credit) (K)	Bobot (Point) (NKK)
37	Seminar Masalah III (Seminar)	IIIS3510701	B	3	3	9
38	Sistem Sosial dan Politik Indonesia (Social and Political System in Indonesia)	II02210006	A	4	3	12
39	Sistem Sosial dan Politik di Timur Tengah dan Afrika (Social and Political System in The Middle East)	IIIS3310517	B	3	3	9
40	Skripsi (Thesis)	IIIS3313001	B	3	6	18
41	Studi Bonding : Magang (Job Training)	IIIS3510002	A	4	3	12
42	Studi HAM dan Politik Internasional (Studies on Human Rights and International Politics)	IIIS4310602	A	4	3	12
43	Studi Kawasan Asia Tenggara (Studies of South East Asia Region)	IIIS3310518	B	3	3	9
44	Studi Kawasan Eropa (European Studies)	IIIS3310623	B	3	3	9
45	Studi Perdamaian (Introduction to Peace Study)	IIIS3310724	B	3	3	9
46	Teknologi Informasi dan Komunikasi Terapan (Applied Information and Communication Technology)	AI01510004	A	4	2	8
47	Teori Hubungan Internasional (Theory and Practice of Diplomacy)	IIIS3310409	B	3	3	9
48	Teori Perbandingan Politik (Theories on Comparative Politics)	IIIS4309301	A	4	3	12
49	Teori Politik Luar Negeri (Theory of Foreign Policy)	IIIS3310204	B	3	3	9
50	Teori dan Praktik Diplomasi (Theories and Practice Diplomacy)	IIIS3310408	C	2	3	6
<b>Jumlah (Total)</b>					<b>146</b>	<b>451</b>
<b>Indeks Prestasi Kumulatif (Grade Point Average) : 3.09</b>						
<b>Nilai TOEFL Prediction (TOEFL Prediction Score) : 573, Tanggal Test 27 Januari 2016 (Examination Date: January 27, 2016)</b>						

Jakarta, 08 April 2016

Dekan Fakultas Ilmu Sosial dan Ilmu Politik  
(Dean Faculty of Social and Political Science)

Damayanti Wardyaningrum, SE., M.Si.

## CERTIFICATE

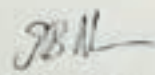
This is to certify that

**Mohammad Dimas Priambodo**

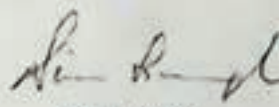
completed a course of 60 hours entitled  
**Business Communication Pre-Intermediate One**  
achieving an overall score of **82.75 %** in a practice

University of Cambridge ESOL  
**Business English Certificate (BEC)**

Monday, 8<sup>th</sup> of August 2016

  
Grant Bruce Milburn  
Tutor



  
Minar Setiawaningsih  
School Manager

## INDIVIDUAL REPORT

Student's Name: Mohammad Dimas Priambodo  
Course Name: Business Communication Pre-Intermediate One

Test Name		Score	
Overall Test Score	82.75%	Speaking	90
		Listening	91
Attendance	58.62%	Reading	75
		Writing	75

Instructor's Comments:

really! you participated well when you were present.

Grant Bruce Milburn  
Instructor

  
Instructor's Signature:

Date: 8 August 2016





Universitas Al Azhar Indonesia

Memberikan kepada

Awards to

*Mohammad Dimas Priambodo*

Lahir/Born in Jakarta 27 September 1992

## I J A Z A H CERTIFICATE

*Sarijana Ilmu Politik (S.IP)*

Program Studi Ilmu Hubungan Internasional

Department of International Relations

Terakreditasi oleh Badan Akreditasi Nasional Perguruan Tinggi

dan kepadanya dilimpahkan wewenang, hak dan kewajiban berhubungan dengan Ijazah yang dimilikinya.

*Accredited by National Accreditation Agency for Higher Education*

*therefore he/she has right and responsibility in accordance with his/her certificate*

Jakarta, 8 April 2016

Pjs. Rektor / Rector



Dekan / Dean

Fakultas Ilmu Sosial dan Ilmu Politik  
Faculty of Social and Political Sciences

Damayanti Wardyaningrum, SE., M.Si

Dr. Ir. Ahmad H. Lubis, M.Sc



No. 3763

Pemilik Ijazah ini dinyatakan lulus: Sarjana Ilmu Politik  
The owner of this certificate passed

Pada Tanggal: 26 Februari 2016  
On date

Nomor Induk Mahasiswa: 0801510005  
Student Registration Number

Nomor Ijazah: 16081355  
Certificate Number

  
Tanda Tangan Pemilik  
Signature



# ENGLISH PROFICIENCY TEST (EPT™) RESULT

Lembaga Bahasa & Pendidikan Profesional  
Pancoran, Jakarta 12270  
Phone (021) 7943520 Fax (021) 7948702



Name	MOHAMMAD DIMAS PRIAMBODO	Company	PUBLIC
Address	JL. TELAG BODAS RAYA C-43 RT.004/014 KAYURINGIN JAYA BEK	Test No.	65522 TEST VENUE : GALAXY
Phone	HP 081212320288	Date of Test	September 3, 2023
UJ No	3275042709920010	Score	198

## TEST SCORES

Components	Score	Total	Proficiency Level
Listening	49.1	151.3	INTERMEDIATE
Structure	55.1		
Reading	47.1		

LIA Proficiency Score  
to TOEFL®

504

This report certifies that the person whose name appears above has taken LBPP LIA EPT™ under secure conditions. This scores are valid for one year.

TOEFL® and Test of English as a Foreign Language® are registered trademarks of Educational Testing Service (ETS), which does not endorse the EPT™ results on this slip.

Components	Score	Proficiency Level
Speaking	****	
Essay Writing	****	

Issued in Jakarta : September 5, 2023

\*See website for proficiency description



Lembaga Bahasa & Pendidikan Profesional  
LBPP

*[Signature]*

Dra. Nurinda Kamaruddin  
Deputy Director of Academic Affairs

LSPP/BK/2021/BAK/309/15

This official certificate cannot be photocopied or altered.  
Duplicate can be obtained only as LBPP LIA Inc. orders.



PROVINSI BANTEN  
KABUPATEN SERANG

NIK : 3275042709920010

Nama : MOHAMMAD DIMAS PRIAMBODO, S.IP  
Tempat/Tgl Lahir : JAKARTA, 27-09-1992  
Jenis kelamin : LAKI-LAKI Gol. Darah : A  
Alamat : TAMAN KRAKATAU BLOK K 12 NO.11  
RT/RW : 002/002  
Kel/Desa : MARGATANI  
Kecamatan : KRAMATWATU  
Agama : ISLAM  
Status Perkawinan: CERAI HIDUP  
Pekerjaan : KARYAWAN SWASTA  
Kewarganegaraan: WNI  
Berlaku Hingga : SEUMUR HIDUP



SERANG  
02-11-2022

*Dimas*

# COVER LETTER

MOHAMMAD DIMAS PRIAMBODO

[+62] 858-8066-0194 / 812-7667-2042

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**May 28, 2024**

Re: **General Affair Staff**

Dear Recruitment Department:

Driven by an energetic and adaptable nature, I possess a resolute determination to excel in all undertakings. This proactive spirit allows me to thrive in multifaceted environments, readily embracing challenges as opportunities for growth. While my complex thought process can necessitate thorough analysis before reaching decisions, I leverage this introspective nature to meticulously assess elements and variables, ultimately arriving at well-considered conclusions. Further, colleagues describe me as approachable and affable, seamlessly integrating with individuals across diverse backgrounds and fostering positive connections.

My previous role demanded stringent adherence to deadlines and involved the simultaneous management of multiple tasks within the high-pressure environment of construction projects, some of which were of national strategic importance and overseen by foreign entities. Recognized for my reliability and responsiveness within my team, I consistently delivered results and readily provided insightful solutions to colleagues across departments

Yours sincerely,



[Mohammad Dimas Priambodo]