

# **CURRICULUM VITAE**

**N a m e** : **Feby Sugilar Wangsa Atmaja**  
**Place & Date of Birth** : Sukabumi, 31 January 1984  
**Sex** : Male  
**Status** : Married  
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**Education Background** - Bachelor of **Diploma Degree in Logistic and Material**,  
Graduate of Transport Trisakti University

**Summary of Exp.** Having more than 13 years experiences in Logistic in Oil and Gas sector. And having comprehensive knowledge of Expeditor and Shipping Process.

## **Training**

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- ✓ PTK 007 Rev 2
- ✓ SSOW PERSONAL AUTHORITY (PA)
- ✓ First Aid Training Level 1
- ✓ Radioactive Handling before and after send to Offshore, Storage at Warehouse
- ✓ Basic Fire Fighting
- ✓ EMS ISO 14001 : 2004 Awareness
- ✓ TRAINING M3S (Marunda Material Management System) Tahun 2010
- ✓ TRAINING ORACLE 12 Tahun Juli 2011

## **Skills**

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### **Computer Ability**

- ✓ SAP
- ✓ Auto Cad
- ✓ Microsoft office, Internet, Email

### **Leanguage Ability**

- ✓ Bahasa
- ✓ English

### **Competency**

- ✓ Negotiation
- ✓ Expediting
- ✓ Incoterm 2015
- ✓ Vendor assessment

## **WORK EXPERIENCE :**

Agustus 2020 – Februari 2021

### **PT. Bismacindo Perkasa**

#### **Head Logistics & Expedisi**

##### **Responsibility**

- ✓ Helping and directing well to the warehouse team and others
- ✓ Search for vendors and negotiate prices for delivery
- ✓ Create shipping prices for customers
- ✓ Set a delivery schedule and Create reports for multiple customers
- ✓ Monitor shipments and ensure goods arrive on schedule
- ✓ Monitor return pass and administrative completeness from Vendors
- ✓ Receive invoices from delivery vendors
- ✓ Keep an eye on incoming and outgoing goods, Doing stock taking once a month with the warehouse team and finance department

Mei 2020 – July 2020

### **PT. Shipper Indonesia**

#### **Project Warehouse Supervisor**

##### **Responsibility**

- ✓ Maintaining inbound and outbound process in the warehouse
- ✓ Organizing, coordinating and supervising all subordinate task to fit with the company SOP
- ✓ Managing all resource for warehouse & transportation activity including people, vehicle and equipment
- ✓ Improving activity in the warehouse, include for forecasting
- ✓ Making report and analysis of warehouse performance

October 2018 – April 2019

### **PT. Elnusa Fabrikasi Konstruksi**

#### **Procurement & Expeditor**

##### **Responsibility**

- ✓ Receive Material or Services Requisition (MSR) from user
- ✓ Sourcing Vendor based on Approved Vendor List (AVL)
- ✓ Prepare and submit Inquiry/ RFQ
- ✓ Compile quotation from vendor or supplier
- ✓ Negotiation with vendor or supplier related best price, delivery term and payment term
- ✓ Prepare Price Analysis or bid tabulation
- ✓ Issue Purchase Order (P.O) or Work Order (WO)
- ✓ Ensure and monitor vendor in purchase order until the materials are received
- ✓ Prepare Delivery Order
- ✓ Receive Materials
- ✓ Issue Packing List
- ✓ Inspect Materials
- ✓ Issue delivery note

**Shipping and Logistic Spv**

**Responsibility**

- ✓ Prepare all shipments of materials from Jakarta Head Office to site by BP's flight (Travira Air)
- ✓ Prepare cargo manifest or related documents and submit to Bp Marine dept
- ✓ Conducting 7 days look ahead meeting with BP marine team for LCT and barge schedule
- ✓ Control outgoing materials on site
- ✓ Expedite materials from head office to site
- ✓ Request materials from site to head office
- ✓ Approve consumable materials requisition
- ✓ Inventory material and controlling outgoing and incoming materials
- ✓ Prepare and release materials or services requisition (MSR)
- ✓ Arrange local vendor or supplier to submit quotation, clarification spec/ data
- ✓ Conduct negotiation related the materials price, delivery term and payment term to local vendor or supplier
- ✓ Release Purchase Order (PO) to local vendor or supplier
- ✓ Prepare weekly report of materials status and outstanding materials report to project manager
- ✓ Conduct meeting with Syahbandar, Shipping Agent to discuss about the queue of ships that will enter the jetty

**PT. Patra Badak Arun Solusi (Subsidiary of Pertamina)**

**Procurement and Expeditor**

**Responsibility**

- ✓ Request technical quotation / spec to vendor & forward to engineering
- ✓ Arrange aanwijzing / pre-bid meeting & technical bid clarification meeting
- ✓ Request technical & commercial proposal
- ✓ Open table for nego witnessed by PMT
- ✓ Release SPS / SPMP ( Contract Drafting )
- ✓ Follow up SAP admin for release PO
- ✓ Hand over bidding from buyer
- ✓ ased on priority, assures on time delivery based on open PO
- ✓ Negotiates delivery dates with vendors by either pushing or pulling in orders based on project requirements.
- ✓ Proactively expedite long lead items at regular intervals, to facilitate delivery per project schedule.
- ✓ Follow up with suppliers to receive order acknowledgement with price, quantity, ship to address and promise date.
- ✓ roactively inquires with suppliers & Exterrnan to meet drawing deliverables per PO and schedule requirements.
- ✓ Arrange kickoff meeting (KOM) from bid winner & confirmation to buyer
- ✓ Follow up vendor document from vendor base on VDRL (vendor document register list), ITP, QA/QC, Project Schedule, Project Chart Organization, HSE Plan before KOM
- ✓ Arrange FAT, Arrange Delivery (DDP Arun), Follow up punch list, Arrange Handover

April 2012 – November 2015

## **TAC PERTAMINA EP – IBN OIL HOLDICO**

### **Procurement and Inventory Officer**

#### **Responsibility**

- ✓ Prepare and check the documents that needed for procurement process
- ✓ Together with the other bid committee doing the process for procurement
- ✓ Coordinating the material delivery to field
- ✓ Checking & monitoring the material demand from user to avoid over stock
- ✓ Update stock material data
- ✓ Making & monitoring MSR, PO and SO
- Perform other duties as requested by superior

August 2010 – April 2012

## **Pertamina Hulu Energy (PHE) ONWJ**

### **Inventory Control**

#### **Responsibility**

- ✓ Daily Control and Monitor Inventory Warehouse.
- ✓ Monitoring & make payment acceptance for Service Work Order (SWO) for contractor Forklift, Crane, Truck & Vessel.
- ✓ Coordinate with warehouse man to implement Data Integrity exercise through system with physical stock checking on selected categories and quantity accuracy check to ensure materials movement are effectively documented and accounted in order to avoid discrepancies during stock counts.
- ✓ Follow up material delivery schedule to ensure on time deliver
- ✓ Analyze all inventory movement and monitor turnover for stored and warehouse to meet the minimum stock level
- ✓ To co-ordinate communicating with all department and purchasing on inventory levels and locations.
- ✓ Responsible for classifying, labelling and warehousing all inventory for future use. To have accurate records of inventory levels and location for easy retrieval. This is critical in keeping the department organized and efficient, Administration and Document Control

June 2007 – June 2009

## **PT. Jalur Distribusi Indonesia, Project TNT**

### **Coordinator Courier ( Prodia )**

February 2006 – December 2006

## **PT. ABX Tabitha Logistics**

### **Seafreight Import Staff**

### **Permit To Work Controller**

- Responsible to registering Permit To Work to the system
- Responsible to support Safe System of Work (SSOW) is administratively well maintained

### **Performance Authority**

- Responsible to understand the scope of certain work at certain area/premises
- Responsible to assess hazards that probably might found of certain work at certain area/premises
- Responsible to carry safe system of certain work at certain area/premises
- Responsible to ensure safety environment is well communicate to each level of workers