

# RIZKA FEBRIANI



## PURCHASING

Experienced in collaborating with department leaders to assess and meet dynamic procurement requirements. Adept at negotiating prices, coordinating documents, and monitoring schedules, knowledgeable about invoicing and payment procedures.



TEGAL, 11 FEBRUARY 1995

## CONTACT DETAILS

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 [Rizka Febriani](#)



## SKILLS

- Vendor Sourcing
- Reduce Cost
- Import Purchase
- Maintain Material Goods & Forecasting
- Communication & Networking
- Interpersonal & Intrapersonal
- MYOB/ABSS
- MS. Office (Office, Word & PowerPoint)

## ACHIEVEMENT

- Accuracy of Purchase goods 95%.
- Accuracy of Time arrival goods 95%.
- Reduce Cost 10-30% /Month.
- Order fulfillment rate 80%.

## EDUCATION BACKGROUND

**Universitas Bhayangkara Jakarta Raya**

Bachelor of Economy

2013 - 2017

**3.36**

## LANGUAGE

- English (Professional Working Proficiency)
- Indonesia (Native)

## TEACHING EXPERIENCE

**SPSS Classes/Statistic (Assistant Lecturer)**

Universitas Bhayangkara Jakarta Raya

06/2016 - 11/2016

## WORK EXPERIENCE

### Purchasing Staff (Sourcing)

PT. ELANGMAS INDOASIA (02/2021 - 08/2021)

- Prepare and process requisitions around 70-90 products a day.
- Sourcing suppliers and maintaining long-lasting relationships with them as well as existing suppliers.
- Obtaining quotes from different suppliers in minimal 3 quotes in one order requisitions and Monitoring to maintain accurate buying.

### Purchase, Store House and Logistic

PT. DIVERSE PRODUCT ENGINEERING (08/2018 - 12/2020)

- Worked with production department to understand and plan for materials needs to keep safety stock in a month.
- Sourced and vetted new vendors to meet purchasing needs.
- Prepared and processed requisitions around 5-7 requisition or 10-20 products in a day and purchase orders for supplier and equipment 2-4 PO in a day.
- Analyzed inventory of around 600 materials to adjust purchasing habits in accord with apparent trends.

### Registration Officer/Front Office

RUMAH SAKIT MEKARSARI (03/2018 - 08/2018)

- Serving the registration and administrative needs of around 60-100 patients a day before getting treatment.
- Make at least 50-80 sheets of SEP (Surat Eligibilitas Peserta) for each patient to complete BPJS patient documents.
- Confirm by calls to private insurers regarding claims for medical treatment and medication costs obtained by patients who use private insurance.