



FITRI SARASWATI

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Jakarta

Currently working as a Procurement Admin in a mining company, with over one year of previous experience as a Purchasing Staff in a multinational company. Experienced in handling procurement operations, including vendor management, price negotiations, purchase order processing, and tracking shipments. Skilled at coordinating with cross-functional teams, managing purchase requisitions, and ensuring timely delivery of goods.

Organization Experiences

- **TOSSAKA 14TH** Aug 2017
Marketing Team
- **PEMIRA IKM FMIPA UI 2018** Oct 2017 - Dec 2017
Administration and Verification Team
- **MABA CUP 2018** Apr 2018
Liaison Officer
- **PEMIRA IKM UI 2019** Oct 2018 - Dec 2018
Administration and Verification Team

Education Level

University of Indonesia - Indonesia Sep 2017 - Jan 2022
Bachelor Degree in Science major in Geography, 3.37/4.00

Volunteer Experience

Big Bad Wolf - ICE BSD, South Tangerang Mar 2020
Floor Crew

Internship Experience

Kementerian ATR / BPN – Kampus Merdeka Jul 2021 – Okt 2021
Staff Keuangan dan Barang Milik Negara

- Oversees and manage all financial transactions.
- Responsible to making financial reports.
- Manage assets that are owned, purchase, and sale by the organization.

Job Experience

1. **Purchasing Staff – IDS Medical Systems Indonesia** Jan 2023 – Mar 2024

Receiving Purchase Requests (PRs) and Issuing Purchase Orders (POs)

- Receive PRs from Supply Planner Team.
- Utilize the Microsoft Dynamics 365 system to create and issue POs.
- Send POs to the principal based on requested specifications and estimated arrival dates.

Coordinating and Communicating with Principals

- Coordinate with principals to ensure that requested items are available as per the specified item numbers and requested arrival dates in Indonesia.
- Inquire about lead times for the production of goods sold by the principal to inform the Supply Planner Team for procurement budget planning purposes.
- Negotiate with principals if the requested items are not available or if there are discrepancies, following the instructions provided by the Supply Planner Team.
- Communicate any changes or updates in delivery schedules or specifications to principals promptly to maintain transparency and alignment in procurement processes.

Updating Order Status

- Daily update the status of open orders.
- Follow up with principals regarding items not yet available to ensure immediate delivery upon availability.
- Tracking ongoing shipments.

Collaborating with the Import Team

- Collaborate with the import team to facilitate the delivery of ordered goods, ensuring compliance with shipping document requirements.
- Verify and check shipping documents, including invoices, packing lists, Certificates of Origin (COO), and AKL (if applicable), in accordance with import regulations.

Overseeing Payment Arrangements and Supporting Documentation

- Oversee payment arrangements with vendors/suppliers.
- Prepare necessary supporting documents or provide other forms of assistance as required.

Coordinating with Logistics and Warehouse Teams

- Coordinate with logistics and warehouse teams regarding the arrival of goods.
- Ensure received items match purchased ones in both part number and quantity.

Handling Claims

- Handle claims with principals in case of discrepancies between purchased and received items, as well as for any damage goods.

2. Admin Procurement – Global Energi Lestari

Aug 2024 – Now

Receiving Purchase Requests (PRs) and Issuing Purchase Orders (POs)

- Received Purchase Requisition (PR) from the site (field) and created an item list based on required materials.

Communicating with Vendors

- Sent item lists to multiple vendors and requested price quotations to compare offers.
- Negotiated with vendors to secure the best pricing and faster delivery times when necessary.
- Compiled price comparison lists to evaluate vendor quotations, considering price, quality, and delivery schedules.
- Selected vendors offering the most cost-effective and high-quality solutions.

Creating and Issuing Purchase Orders (POs)

- Prepared POs for the selected vendor and submitted them for managerial approval.
- Issued approved POs and sent them to the vendors.

Updating Shipment Status and Follow-up

- Ensured that the purchased items were received by the warehouse as per the specifications.
- Followed up with vendors on any undelivered items and requested immediate shipment.

Invoice Input, Payment Monitoring, and Tax Compliance

- Received invoices from vendors and inputted them into the ERP system, ensuring that the invoiced amounts matched the prices agreed upon.
- Verified that invoices were in compliance with applicable PPN (Value Added Tax) and PPh (Income Tax) regulations.
- Ensured payments were made in accordance with the agreed terms of payment (TOP), including the accurate deduction of any applicable PPN and PPh taxes.

Skills

Soft Skills

- Good Communication
- Analytical
- Problem Solving
- Teamwork
- Good Time Management
- Negotiation
- Multitasking

Technical Skills

- Vendor Management
- Inventory Management
- Warehouse Management System
- Purchase Order Management
- Microsoft Office 365 Finance and Operations
- Google Suite
- Microsoft Office
- Slack
- ERP System
- Price comparison analysis
- Tax compliance (PPN, PPh)

Languages

- Bahasa Indonesia
- English