

# LUTVI ANIEK SETIYO PUTRI



## ABOUT ME

I am an ambitious person who has develop mature and responsible approach to any task that i undertake or situation that i am presented with. Adept at solving complex problem by utilizing a combination of research, creativity and critical thinking. My goal is to work in a challenging position to improve abilities, competencies, skills, experience and become a successful partner.

## EXPERIENCE

### Staff Purchasing / Procurement | Jan 2022 - Now

Full Time | PT. Shoenary Javanesia Inc.

- Analyze the company's spending needs or expense analysis.
- Monitor, analyze, and maintain the condition of the company's stock level.
- Create purchase order or PO documents. Make purchases from suppliers for specific specifications and quantities according to purchase requests (PR) of related products.
- Ensure the quality of the goods ordered and monitor the delivery of goods.
- Negotiate on price, payment term and delivery time.
- Searching for vendors and assessing vendor competence, negotiating the scope of work and service prices, managing work contracts and evaluating vendor performance.
- Evaluate and prepare purchasing reports with related departments.

### Operator Utilities | 1 - 31 Mar 2021

Internship | PPSDM Migas, Cepu.

- Implementing standard operating procedures on distillation units in the refinery and utility sector.
- Monitor the distillation process and ensure it runs in good terms.
- Analyze with mass balance method and energy balance in the distillation process.

## OTHER EXPERIENCE

### Laboratory Assistant

- Universitas Sebelas Maret, Surakarta | Fluid Transportation (Agt 2020 - Jan 2021)
- Universitas Sebelas Maret, Surakarta | Physical Chemistry (Feb - Agt 2020)

### KADIKA (Keluarga Diploma Tiga Teknik Kimia UNS)

Jan 2019 - Dec 2020

Universitas Sebelas Maret, Surakarta | Kominfo Staff

### BKI (Badan Kerohanian Islam) Faculty of Engineering

Jan - Dec 2019

Universitas Sebelas Maret, Surakarta | Nisaa' Staff

## EDUCATION


2018 - 2021


Universitas Sebelas Maret

Chemical Engineering (Diploma III)


GPA 3,83/4,0

## CONTACT

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 Temanggung, Jawa Tengah 56221.

## SKILLS

- Negotiation
- Analysis
- Computer literate in Microsoft Office
- ERP
- Graphic Desain and Illustrator at CorelDraw