

GITA SHAVINA ISMAWATI



PROFESSIONAL SUMMARY

Has 3 years experience in the Procurement division by handling requirements (especially mechanical, electrical and instrument items) from several Oil and Gas Companies in Indonesia such as BP Berau LTD, PT Pertamina Hulu Energi, PT Medco E&P Indonesia and many others

EDUCATIONAL BACKGROUND

SMAN 20 JAKARTA
2014 – 2017
MIPA

CONTACT

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RW001 No.7 Kemayoran,
Jakarta Pusat

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HARD SKILL

Microsoft Word – *Very Experienced*
Microsoft Excel – *Very Experienced*
Microsoft Outlook – *Very Experienced*
Microsoft Powerpoint – *Very Experienced*

SOFT SKILL

Leadership – *Experienced*
Team Work – *Very Experienced*
Negotiation – *Experienced*
Administration and Inventory Management – *Very Experienced*
Sourcing Skills and Product Knowledge – *Very Experienced*

WORK EXPERIENCE

Accounting and Administration
PT MAGNA GLOBAL TRANS
2017 – 2018

- Managing office financial books and office financial reports.
- Check and verify the completeness and validation of documents related to financial transactions.
- Managing all documents for the process of releasing goods from the port.
- Arrange the delivery of goods from the country of origin to the recipient's warehouse

Procurement
PT TAIRAN HAHAI MANDIRI
2018 – 2021

- Managed all processes related to the tender requirements.
- Clarifying and negotiating with clients if required.
- Managing inventories and maintaining accurate purchase, pricing records, delivery time, etc.
- Maintaining delivery of goods to the final destination as required by client as stated on the Purchase order.
- Maintaining good supplier and vendor relations and agreement.

Admin Purchasing
CV. WAHANA MITRAKARYA NUSANTARA
2021 – 2022

- Managed administration doc related to the bid requirements.
- Control project income and expenses
- Managing office administration and project administration
- Suppliers and vendors sourcing for projects
- Release PO for vendors
- Received purchase request and make payments.

LANGUAGES

Bahasa Indonesia – *Expert*
English – *Good*