



CURRICULUM VITAE

Elisabet V. Panjaitan

Profile:

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I'm basically Mining Engineering and I have work experience Procurement of good in Company engaged in mine. I have general AK3 Competency on July 2018 ago. And I personality good communication, easy for adaptability and hard worker.

Late Education :

2012 - 2016 Bachelor Degree Mining Engineering Institut Sains & TD Pardede, GPA : 3.03 / 4.00

Experience:

PT. Dharma Henwa, Tbk

Apr' 2021 – Now

- Compile a list of purchases of goods / services needed by all members of the company.
- Categorize the list of intermediate purchases; monthly purchases & one-time purchases.
- Compile a list of vendors providing goods/services.
- Request purchase approval from management/finance department for budget.
- Contacting suppliers & vendors to get a quotation.
- Negotiating prices, features, services, time, obtained from suppliers.

- Create an order document / purchase order (PO).
- Sending POs to suppliers & vendors of goods/services.
- Review the performance of the purchasing process.

PT. Karunia Wahana Nusa (Karunia Group)

Apr' 2018 – Jan ' 2021

Core business : Mining Contractor

Position : Procurement

Location : Balikpapan, Kalimantan Timur

- finding and analyzing prospective supplier in accordance with the spare part needed for mine.
- Negotiating prices according to standard of part quality and ensuring to the location of mine needs part
- Make a purchase report and expenditure of good (inventory, materials, part in the mine site, ect)
- Ensure the quality of goods or materials through audit mechanism or control stock for the needs of mine site

PT. Liotec Mitra Utama

July 2017 – Feb' 2018

Core business : Safety & Maintenance

Position : Sales Engineer

Location : Balikpapan, Kalimantan Timur

Client : Mining, Oil and Gas

- Duty to provide solutions to problems or customer needs technically
- Answering whether the RFP (Request for Proposal) is compliant between
- Drive customers to use products they have
- Calculating potential clients' abilities / prices
- Negotiation and closing sales with approval / contract
- Price and sales analysis
- Prepare reports for the head office
- Attend sales target meetings
- Accompanying the Foreign Principle
- make technical presentations and product demos according to client requirements.
- make a visit to the mine site to ensure the installation of product

FIELD EXPERIENCES

Company : PT. Inti Bara Perdana

Core Business : Coal Mining

Location : Bengkulu Tengah

Period : January -June 2016

Task

Follow up HSE Induction

- Orientation to office, workshop, pit hauling root, disposal, sump, compile, reclamation area, B3, storage, magazine.
- Join survey with surveyor to measure catchment area.
- Analyze the level of Production every day to month

COMPUTER SKILLS

1. Operating System: Windows
2. Office Application: Ms. Word, Excel, Power Point,
3. I understand system SAP

CAPABILITYS

Understand with ISO 9001 - Quality Management System

LANGUAGE SKILLS

Indonesian English

The under signed certify the best of my knowledge and believed his resume correctly describes my qualification

Best Regards,



Elisabet V . Panjaitan.