


# RACHMA JUNI

## PROCUREMENT OFFICER

 Jakarta

 +62-813-136-03220

 rachma.juni@gmail.com

 <https://www.linkedin.com/in/rachma-juni-86a979109/>



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## CAREER OVERVIEW

An Industrial Engineering graduate with 8 years experience as SP P&ID Modeler / Drafter Autocad, by mastering Autocad & Smart Plant P&ID software, 9 months experience as a Procurement Engineer, and almost 1 year as a Admin Procurement. I can establish strong communication and negotiation. Able to adapt to the work environment and easy to work in teamwork. currently seeking opportunities in the field related to Procurement Officer.

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## SKILLS & ABILITIES

- Negotiation (Competent)
- Purchasing (Competent)
- Managing Vendor List (Competent)
- Microsoft Office (Competent)
- Software CAD (Competent)
- SmartPlant P&ID (Competent)

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## WORK EXPERIENCE

### ADMIN PROCUREMENT

2023 - Present

PT. Timas Samudera Indonesia

Preparing Document for Purchase Order and Process payment

Scope of job:

- Prepare Document of Vendor Invoice, Routing Approval for Purchase Order and service Order to Management, Follow up and Lease payment with the Finance Department, Create Service Order for vessel needs

### PROCUREMENT ENGINEER

2021 - 2023

PT. Rapid Infrastruktur Indonesia

Preparing the purchase of Project or Company needs

Scope of job:

- Analysis of Company or Project needs, Request Quotation and some negotiation with vendors, Make a Purchase Order, Controlling the scheduled delivery of vendors, Inspection items to warehouse / store

## **SP P&ID MODELER**

2013 - 2021

PT. Rekayasa Industri

Operator Autocad or SP P&ID for Prepare drawing P&ID

Scope of job:

- SP P&ID or Cad Operator, Prepare P&ID, PFD & UFD, Draft Preparation for P&ID & PDF drawing

## **EDUCATION**

### **BACHELOR OF INDUSTRIAL ENGINEER**

2015 - 2020

Pancasila University

## **COURSES & SERTIFICATION**

### **DAMPAK PENERAPAN PSAK 72 DI INDUSTRI KONSTRUKSI PT. REKAYASA INDUSTRI**

Ikatan Akuntan Indonesia (IAI)

### **PENGAWASAN K3 INDUSTRI MINYAK DAN GAS (IMG)**

Lumbago Sertifikasi Profesi Minyak dan Gas (LSP MIGAS)

### **CREATING P&ID WITH SMARTPLAMT P&ID (BASIC) TRAINING**

Integraph

### **SPPI - SETUP & CUSTOMISATION TRAINING**

Integraph

### **PELATIHAN TKDN MIGAS**

### **VERIFIKASI & PERHITUNGAN TKDN BERDASARKAN PTK 007 REVISI 4**

OG Indonesia