

# RACHMA JUNI

## PROCUREMENT OFFICER

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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 and Purchase Order for vessel needs

**PROCUREMENT ENGINEER** 2021 - 2022  
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