



VALENDRA ADITYA PRATAMA

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Komplek Nata Endah 1 Blok E No 25, Bandung, Jawa Barat

An Experience in Inventory and asset management, logistics, warehouse and also Sales & Marketing. Graduated from Industrial Engineering major who has a good managerial ability, communication skill, interpersonal skill, fast learner, attention to detail and responsible. A well rounded person who has an interest in the automotive and manufacture field, such as production planning and inventory control, procurement and purchasing, warehouse, logistics. Have a work experience at PT. Telkom Akses as a Staff Inventory and Asset management during 4,5 years and at PT. Telkom Indonesia as a Staff Sales & Marketing digital product. can operate computer well (microsoft office, AutoCAD, SAP, SPSS, Solidwork).

Education Level

Institut Teknologi Nasional - Bandung, Indonesia
Bachelor Degree in Industrial Engineering Major

Oct 2010 -

Work Experiences

PT. Telkom Akses - Bandung, Indonesia
Inventory & Asset Management

Feb 2018 - Oct 2022

PT. Telkom Access, is a subsidiary of PT. Telekomunikasi Indonesia Tbk. engaged in the construction of the network infrastructure and managed service.

- Manage inventory control in warehouse
- Responsible for material stock opname
- Responsible for calculating material stock in warehouse
- Responsible for collecting material data (In and Out)
- Entry Material data in the system
- Reporting daily, weekly, monthly
- Coordinate with vendors
- Doing a materials request
- Make a Purchase Orders (PO)
- Classify goods according to category
- Reporting inventory, condition of goods, and warehouse regularly and accurately
- Manage and archive documents receiving and shipping goods

PT. Telkom Indonesia - Bandung, Indonesia
Staff Marketing & Sales Go To Market

Feb 2023 - Present

- Offering Telkom Digital Product B2B to village
- Administratrrion process for Documents approval
- Responsible for follow up about product to Account Manager
- Approaching to village and stakeholders
- Improvement fitur in apps
- Presentation product
- Sharing knowledge to other division
- Delivery Product in system

Organisational Experience

Himpunan Mahasiswa Teknik Industri - Bandung, Indonesia
Member

Oct 2010 - Oct 2014

- Committee of UMKM event as public relation
- Committee of Internal event as vice of chairman
- Responsible as a administrator for Graduated event.
- Responsible to internal departmental entrepreneurship

Honda Brio Community - Bandung, Indonesia
Administrator

Mar 2014 - Jun 2020

- Responsible to manage registering new member
- Responsible for managing agreement between dealer and our community
- Responsible for managing finance organization

- Responsible to manage social event

Skills, Achievements & Other Experience

- **Soft Skills:** Communication, Negotiation, Presentation, Coordination, Interpersonal, computer ability.
- **Hard Skills:** Microsoft Office, Autocad, SAP, Warehouse Management System, Supply Chain management, Material Planner, Sales & Marketing.