

RACHMA JUNI

PROCUREMENT OFFICER

📍 Jakarta

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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 1 year as a Procurement Assistant. 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.

SKILLS & ABILITIES

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

WORK EXPERIENCE

PROCUREMENT ASSISTANT

2023 - Present

PT. Timas Samudera Indonesia, Jakarta

Preparing Document for Purchase Order, Services Order and Process payment

Scope of job:

- Assist Buyer to prepare CBE (Commercial Bid Evaluation), PO (Purchase Order), SO (Service Order) to obtain management approval
- Routing and uploading PO, SO, and IPA to TEMS (Timas Enterprise Management System)
- Responsible for PO Register, SO Register, and Payment Status register
- Assist to update PO and SO (Service Order) approval status
- Created IPA (Invoice Payment Approval) and ensured invoices were billed according to PO and DO both quantity and amount
- Handling invoices starting from checking invoices according to actual & PO, until payment completed
- Communicate with vendors regarding invoice billing and reports
- Responsible for PO, SO, and IPA approval - Update and follow up on vendor payments according to the payment schedule

PROCUREMENT ENGINEER

2021 - 2022

PT. Rapid Infrastruktur Indonesia, Jakarta

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

Scope of job:

- Prepare tender process, inquiry issuance, receiving quotation & some negotiation with vendors
- Prepare Enquiry, commercial Bid Evaluation (CBE), Purchase Order (PO) & Services Order (SO) to obtain management approval
- Created Expenses Request and ensured invoices were billed according to PO and DO both quantity and amount
- Handling invoices starting from checking invoices according to actual & PO, until payment completed
- Responsible for PO approval and expediting the delivery of goods from vendors until the material is on-site or arrives at the warehouse
- Controlling the scheduled delivery of vendors
- Responsible for Procurement Final Documentation

SP P&ID MODELER

PT. Rekayasa Industri, Jakarta

2013 - 2021

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

Scope of job:

- SP P&ID or Cad Operator
- Prepare Plot Plan
- Prepare Information Drawing (Nozzle Orientation)
- Draft Preparation for P&ID & PDF drawing
- Prepare P&ID, PFD & UFD

EDUCATION

BACHELOR OF INDUSTRIAL ENGINEER

Pancasila University

2015 - 2020

COURSES & SERTIFICATION

DAMPAK PENERAPAN PSAK 72 DI INDUSTRI KONSTRUKSI PT. REKAYASA INDUSTRI

Ikatan Akuntan Indonesia (IAI)

PENGAWASAN K3 INDUSTRI MINYAK DAN GAS (IMG)

Lembaga Sertifikasi Profesi Minyak dan Gas (LSP MIGAS)

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

Integrapph

SPPI - SETUP & CUSTOMISATION TRAINING

Integrapph

PELATIHAN TKDN MIGAS

VERIFIKASI & PERHITUNGAN TKDN BERDASARKAN PTK 007 REVISI 4

OG Indonesia