



Martha Amelia Stefani Bancin

Purchasing

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Batam, Riau Island

SUMMARY

Extremely motivated to constantly develop my skills and grow professionally. I am always committed, I'm highly adaptable to new environment, I'm always to be creative and innovated. I cherish people, time, and things.

EXPERIENCE

08/2022 - Present

Procurement & Logistic Officer

PT. Petrus Indonesia

- Timely and duly prepare procurement plans for the office and projects and monitoring of their implementation.
- Prepare tender documents and other instruments related to market research or market surveys.
- Prepare Pro-forma invoice and contract documents prior to submission for signature to the relevant Procurement Authority.
- Receipt of bid documents, review of the same, contracts and/or purchase orders as well as results of the evaluation of bids/proposals and other formal/public documents.
- Ensure full compliance to the Financial Regulations and Rules and its Procurement Manual.
- Prepare weekly requisition status reports providing the most updated information about the status of each requisition.
- Monitor the progress of shipments and its clients and coordinate the delivery of the same at the client's delivery places.
- Establish effective relations with the different project staff in a proactive manner.
- Facilitate and follow-up timely clearance, delivery, and handover of goods and consignments.
- Assists in organizing training for the operations/projects staff on Procurement.

03/2022 - 08/2022

Purchasing Officer

PT. Weina Light Indonesia

- Purchase raw material & packaging material
- Keep proper minimum inventory stock to support production operations
- Coordinate the scheduling and delivery of raw materials to ensure a continuous material supply to meet production requirement.
- Maintenance and update list of approved suppliers and evaluate suppliers according to the time schedule.
- Coordinating and leading new project initiatives and feasibility studies including cross-functional projects for cost savings and productivity improvements. Monitoring and reviewing progress regularly.
- Ensuring all processes of supplies comply with the company's code of conduct, the purchasing policy, FCPA (Foreign Corrupt Practices Act), GPIHP (Global Policy on Interactions with Healthcare Professionals) and other related policies and procedures.
- Preparing cost saving and purchasing reports for the management team.

01/2020 - 03/2022

Secretary

GBI Kalvari Batam

- Responsible to arrange daily schedule, appointment and provide minutes of meeting.
- Type letters and schedules for Pastor, and other things as needed.

- Type, print, and fold weekly bulletins, including Children's bulletins. Gather weekly announcements, layout early in week for printing in Bulletin. Prepare and collect articles for the Newsletter.
- Keep Membership Book up-to-date. New members, baptisms, weddings, deaths, transfers in and out.
- Prepare Certificates of Transfer In/Out – notify churches, if requested by a new member.
- Keep computer database up-to-date. Add new members, children, friends and those interested in being on the mailing list.
- Type and prepare Annual Reports.
- Prepare annual Conference reports.
- Send out reminders for Board and Committee meetings.

Keep office files current.

- Type and keep adequate supply in files of Baptismal booklets, Wedding booklets, and Marriage Counseling forms.
- Take baptismal information from parents, put on calendar, and prepare certificate.
- Prepare New Member packets for New Member Gatherings.
- Help Committee with annual Pledge Drive.

01/2019 - 01/2020

Assistant Branch Manager

JNE Batam

- Responsible to arrange daily schedule, appointment and provide minutes of meeting.
- Provide regular monthly report from Ops, Marketing, Accounting and finance unit.
- Perform HR duties, such as filing staff's document, office filing, JNE database filing, workplan and workload staff.
- Perform administration duties, such as prepare office letter, emails correspondence, and any other administrative needed.
- Perform other duties, such as represent head of office for any event needed during HoO leave.
- Assigned as leader for IT and GA (general affairs) department
- Oversee staff performance, provide a feedback to achieve target.
- Assigned as social media administrator

10/2016 - 01/2019

Procurement Officer

JNE Batam

- Close coordination with warehouse and supervisor to identify potential vendors and suppliers to be engaged with JNE. Provide potential vendor analysis for upcoming project.
- Prepare estimate cost based on available budget.
- Register potential vendor
- Review quotation submission in accordance to JNE procedure , prepare contract agreement, and vendor negotiation
- Oversee vendor performance, review goods and supplies as JNE required and ensure all goods and supplies are in good condition
- Responsible to provide inventory checking, start from delivery process until goods and supplies arrived
- Perform update suppliers database, delivery process, invoices and goods and supplies quantity.
- Close coordination with finance unit in regards of agreement, invoice and other financial matters
- Responsible to handle the project.

04/2015 - 10/2016

Corporate Sales and Marketing

JNE Batam

- Identification of potential customers to be JNE's agent
- Provide and arrange regular meeting schedule with all PIC of JNE's agent
- Establish a new and maintain existing customer relationship.
- Perform visitation to all JNE agents

- Perform analysis cost and sales to achieve targets, As well report preparation.
- Responsible to handle all JNE's event.
- Perform any duties needed

09/2014 - 04/2015

PIC Western Union, Pesona, JOP, JLC

JNE Batam

- Handling the customers for Western Union transaction, PESONA, JLC and JOP transactions,
- Perform promotion of PESONA and JLC on JNE events.
- Provide database of JLC members
- Prepare and submit daily reports

03/2014 - 09/2014

SCO (Sales Counter Officer)

JNE Batam

- Handling the customers for packet delivery
- Responsible to share the information in regards of JNE products and PP FTZ 03
- Prepare and submit daily reports

11/2012 - 11/2013

Financial Advisor

Bank Sinar Mas Yogyakarta

- Provide the information to the clients to determine their expenses, income, insurance coverage, financial objectives, tax status, risk tolerance, or other information needed to develop a financial plan.
- Manage and update client portfolios.
- Responsible to provide information as regularly to client in related with financial status changes
- Establish and Maintain client's base

05/2012 - 11/2012

Financial Advisor

PT. Milenium Penata Futures Yogyakarta

- Manage and update client portfolios.
- Responsible to provide information as regularly to client in related with financial status changes
- Establish and Maintain client's base

EDUCATION

2013

Accounting Program

Atmajaya Univerity, Yogyakarta.

2007

Social

Yos Sudarso High School, Batam

2004

Santo Thomas 1 Junior High School, Medan

2001

Santo Antonius 2 Elementary School, Medan

1996

Santo Fransiskus Xaverius Elementary School, Bukittinggi

CERTIFICATES

09/2021 - Present	Pengawas Kesehatan dan Keselamatan Kerja (K3)
02/2020 - Present	Leadership Training Christian Leader at Batam
08/2019 - Present	Analyzing Data With Excel JNE at Batam
04/2018 - Present	Training Internet and Social Media JNE at Jakarta
06/2016 - Present	Leadership Training Indonesian Baptist Youth at Bandung
07/2012 - Present	Leadership Training Indonesian Baptist Youth at Yogyakarta

SKILLS

Microsoft Office	Advanced	Accounting & Finance	Intermediate
Leadership	Advanced	Safety Management	Beginner
Administration Skills	Advanced	MAC OS	Advanced

LANGUAGES

English	Intermediate	Indonesia	Native
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