

# Curriculum Vitae



Name : Choiruddin Sahputra  
Age : 31<sup>th</sup> years  
Gender : Male  
Marital status : Married  
Address : Jl. Cikaret Ciapus Gg Flamboyan RT 01/07 no 20,  
South Bogor, Bogor City  
Phone : 081288737558  
Hobby : Reading, challenging, watching, and sport

## Education :

1996 - 2002 : SD N 09 Jakarta  
2002 - 2005 : SLTP N 234 Jakarta  
2005 - 2008 : SMU N 91 Jakarta  
2008 - 2012 : University of Indonesia (IPK = 3.25, Mathematics & Science Faculty)

## Organization experience and training :

- Heart Intelligence training on Disorda Jakarta (2007)
- Psikotest and healing on Piskologi UI (2008)
- ISO 9001 : 14001 on Bukaka Learning Centre (2015)

## Objective :

My objective is to join the reputable company and to have excellent challenging career and to increase experience and knowledge in working situation.

## Knowledge, Ability, and Skills :

- Able in English (Written and Speaking).
- Good communication and presentation skills, task or target orientation, driven to succes, hardworker, discipline, and wiling to work hard to new challenging environment.
- PC software application including Ms Office, Ms Teams,etc.
- Fluently ERP Software such as SAP, Oracle, Accurate.
- Sourcing and procuring various company necessities and supplies to support business needs.
- Researching and identifying prospective suppliers, evaluating their offering against key business criteria and product specifications.
- Maintaining updated records of purchased products, delivery information, and invoices.

## Experience :

<b>1</b>	<b>Date</b>	<b>Company Detail</b>	<b>Position</b>
From	4-Nov-12	PT AMS Ganda Grup	GIS Staff
Until	31-Mar-14		
<b>Job Description</b>		<b>Achievment</b>	
- Expertise with spatial data management, data analytic and data presentation, optimization technique and Excellent program and project management skills		- Completed a document to support of assesment certificate ISPO ( Indonesia Sustainable palm oil )	
- Provide Mapping area statement of palm oil estate		- Make a spasial data integration on Arcgis	
- Review monitoring flow of land clearing			
<b>2</b>	<b>Date</b>	<b>Company Detail</b>	<b>Position</b>
From	1-Apr-14	PT Cipta Niaga Gas	PPIC
Until	1-Apr-16		
<b>Job Description</b>		<b>Achievment</b>	
- Responsible for make a planning & actual delivery CNG ( Compress Natural Gas ) to overall customers		- Make monthly report of consumption CNG on customers	
- Monitoring consumption CNG on site		- Make monthly report of Transporter	
- Coordinate with other department support ( Compressor )			
<b>3</b>	<b>Date</b>	<b>Company Detail</b>	<b>Position</b>
From	11-Apr-16	PT Bukaka Teknik Utama, TBK	Purchasing Buyer
Until	27-Jul-18		
<b>Job Description</b>		<b>Achievment</b>	
- Analyze, Create, & Monitoring accurate purchase order and place order with the appropriate vendor.		- Make a PO Mechanical, Electrical & Instrument Part for Project " Upgrading Power Plant Sei Gelam " Pertamina EP	
- Monitor progress of order from entry to shipment.		- Make a PO Mechanical, Electrical & Instrument Part for Project " Upgrading Power Plant Ketaling " Pertamina EP	
- Find reliable suppliers who can supply these materials and service provider and send RFQ			

- Create monthly report on purchasing and check outstanding purchase order			
- Report and or solve all related problems that hinder the supply chain			
<b>4</b>	<b>Date</b>	<b>Company Detail</b>	<b>Position</b>
From	30-Jul-18	PT Waagner Biro Indonesia	Procurement Control
Until	Now		
<b>Job Description</b>		<b>Achievment</b>	
- Analyzing incoming quotation by obtain technical specification acceptance from user PR, available product, delivery schedule, price and terms condition		- Make a monthly report procurement	
- Arranging procurement plant for tender project		- Make a expedite report	
- Identifying and procuring the goods and services that the company requires to support the project, operational and office requirement		- Provide PO for Project Youtefa Bridge, JAPEK, Kalikuto Bridge, etc	
- Monitoring payment outstanding to suppliers			
- Control and coordinate with other department			

Bogor, 7<sup>th</sup> July 2021



Choiruddin Sahputra, S.Si