RAHMA AGUSTIN

PROCUREMENT & SOURCING SPECIALIST

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PROFESSIONAL SUMMARY

Procurement and sourcing professional with six years of experience in local and international purchasing, supplier sourcing, vendor relationship management, and procurement operations. Experienced in supporting footwear manufacturing procurement, coordinating imported and domestic material deliveries, negotiating supplier terms, monitoring ETD and ETA, preparing air-freight cost reports, and handling Letter of Credit documentation. Currently handling local purchasing activities in the construction and furniture industry, including supplier sourcing, quotation preparation, budget breakdown, commercial negotiation, and delivery coordination. Familiar with ERP-based inventory management and common office productivity tools.

CORE COMPETENCIES

Procurement & Purchasing Operations • Local & International Supplier Sourcing • Supplier & Vendor Relationship Management • Price & Commercial Negotiation • Quotation Preparation • Budget Breakdown & Cost Coordination • Import Procurement & Logistics Coordination • ETD / ETA Monitoring • ERP-Based Inventory Management • Letter of Credit Documentation • Material Delivery Coordination • Procurement Documentation

PROFESSIONAL EXPERIENCE

JUNIOR MANAGER – LOCAL PURCHASING | 2026–Present

PT Berani Hidup Sejahtera | Construction & Furniture Industry

- Source suppliers to support local purchasing requirements.
- Prepare quotations based on the company catalogue and customer requirements.
- Break down budgets to support purchasing decisions and commercial proposals.
- Negotiate commercial terms with clients and suppliers.
- Coordinate deliveries from suppliers to customers and follow up on fulfilment requirements.

PURCHASING STAFF – IMPORT | 2018–2024

PT Selalu Cinta Indonesia | Footwear Manufacturing Industry

- Handled purchasing activities for local and imported raw materials used in footwear manufacturing.
- Coordinated raw-material pre-orders with local and international suppliers.
- Negotiated and monitored estimated time of departure (ETD) and estimated time of arrival (ETA).
- Followed up outstanding material deliveries to support production requirements.
- Calculated and prepared air-freight cost reports for import shipments.
- Arranged domestic and international material deliveries.
- Checked incoming materials against production requirements and specifications.
- Handled Letter of Credit (L/C) documentation within import purchasing processes.
- Coordinated the return of rejected materials to suppliers.

EDUCATION

SATYA WACANA CHRISTIAN UNIVERSITY | 2013–2017
Bachelor's Degree in Social and Communication

TECHNICAL SKILLS

Microsoft Excel | Google Sheets | Microsoft Word | Microsoft Outlook | ERP system (inventory management) | Internal company software | Adobe Creative applications

LANGUAGES

English – Intermediate