

Elisabet *Pniel*

PURCHASING ADMIN

CONTACT

0815-1766-5746

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Teluknaga, Tangerang

EDUCATION

Bachelor's Degree in Marketing Management
Bunda Mulia University
2019 – 2023

Banking Major
SMK Yadika 10
2017 – 2019

SKILLS

- Communication
- Relationship Building
- Teamwork
- Adaptability
- Problem Solving
- Time Management
- Administrative Skills
- Attention to Detail

LANGUAGE

Indonesian	NATIVE
English	INTERMEDIATE

ABOUT ME

I am a Marketing graduate with experience in Purchasing Administration. I have good communication and organizational skills, with experience in supplier coordination, invoice processing, documentation, and reporting. I am adaptable, willing to learn, and open to developing new skills and taking on new challenges.

WORK EXPERIENCE

JUNE 2023 – PRESENT

Purchasing Admin

PT Sungai Budi Group

- Communicate and maintain good relationships with suppliers.
- Process and monitor supplier invoices until submission to the Finance team.
- Record, organize, and archive purchasing documents and data.
- Prepare supplier purchase reports, tax reports, and other related reports.

2022 · 3 MONTH INTERNSHIP

Finance Administration Intern

Sinarmas Land

- Assisted employees in organizing and archiving tax invoices.
- Assisted the Finance team with financial bookkeeping and recording.
- Organized and maintained other company documents and files.

2022 – 2023

Property Sales Agent

My Pro

- Sourced houses, warehouses, apartments, and other properties for sale or rent.
- Communicated with property owners and potential buyers.
- Acted as a trusted and neutral intermediary between buyers and sellers.
- Assisted and coordinated the transaction process between buyers and sellers.

TECHNICAL SKILLS

Microsoft Excel | Google Workspace | Microsoft Word