Desie Triaryani

**Name** : Desie Triaryani

**Birth place, date** : Jakarta, 9 December 1977

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**Education** :

1996–2002

Universitas Nasional, Jakarta, Indonesia

* Bachelor of Arts in Japanese Literature
* GPA 3.34

**Experience** :

2012 - July, 2016

PT. Nakakin Indonesia, Cikarang, West Java

Purchasing Officer

* Doing the buying process starting from request, quotation, preparation of administrative documents (PO) up to control the accuracy of the purchase with ERP System
* Negotiate price based on the market price analysis
* Handle local suppliers
* Control purchase reports preparations
* Support all departements to purchase requested material/ goods
* Ensure purchase spesification according to users demand and controlling delivery time.
* Organize and maintain all related records and documentations such as PO, quotation, etc.
* Conduct review and recap of purchase per month and the accuracy of the analysis based on the budget.
* Handle documents of Purchasing Dept. for ISO 9001 : 2008 and ISO 14001 : 2004

2011 – 2012

PT. Nakakin Indonesia, Cikarang, West Java

GA Officer

* Internal communications
* Official documents preparation for expatriat documents
* Documents logistics
* Assist task of HRD
* Transportation schedule coordinator

2005 – 2011

PT. Nakakin Indonesia, Cikarang, West Java

Marketing Officer

* Office documentation
* Prepare invoice
* Prepare quotation
* Set up meetings with clients and internal management
* Handle management’s requirements
* Document translation from Japanese to Indonesian vice versa
* Drivers payroll

2001 – 2005

PT. Nakakin Indonesia, Cikarang, West Java

**Office Secretary**

* Communication operator
* Management’s meal coordinator
* Assist director in general office preparations
* Translate document from Japanese to Indonesian vice versa
* Drivers payroll
* Stationery payroll

**Language** :

* Indonesian (native)
* English (fluent)
* Japanese (N3)

**Interests** :

* travelling
* culinary connoisseur
* office organization
* cultural diversity