



## Ir. Tony Satrianto

FIELD PROCUREMENT & LOGISTIC

### PROFILE

NAME : Ir. TONY SATRIANTO  
No.ID Card (KTP) : 3674061006660013  
AGE : 57  
GENDER : MALE  
RESIDENT ADDRESS : Jln.Hanglekiu V No.1 RT 06 RW 04  
Jakarta Selatan 12120 Indonesia  
RELIGION : MOSLEM  
NATIONALITY : INDONESIA  
MARITAL STATUS : MARRIED  
RACE : JAVANESE

### CONTACT

Email : [tony.satrianto@gmail.com](mailto:tony.satrianto@gmail.com)

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Field of Study : Industrial & Management Engineering  
Education Level : Degree  
University / College : Institut Teknologi Indonesia (ITI)  
Current Position : Field Procurement & Logistic Supervisor  
Years of Experience : 17 Years

### HIGHEST ACHIEVEMENT IN EDUCATION

- \* ☐ Degree in Industrial & Management Engineering,  
Institut Teknologi Indonesia
- \* ☐ Graduation Year: October 1993

### PREFERABLE POSITION (s)

- \* ☐ Warehouse
- \* ☐ Inventory Control
- \* ☐ Logistic

### CO-CURRICULUM

#### Co-curriculum

- \* ☐ Public Relation of Student Representatives Council,  
Institut Teknologi Indonesia 1987/1990

#### Competitions

- \* ☐ Soccer team runner up, sports day ITI 1988
- \* ☐ Swimming fifth place, sport day ITI 1989

### LANGUAGES

- \* English Spoken & Write
- \* Indonesia Spoken & Write

### EDUCATIONAL HISTORY

Higher Education: Institut Teknologi Indonesia (1985-1993)

- \* ☐ Degree in Industrial & Management Engineering
- \* ☐ Graduated in 1993

High School: SMAN IV Gambir, Jakarta (1982-1985)

Junior High School: SMPN I Cikini, Jakarta (1979-1982)

Primary School: SD Besuki Jakarta (1973- 1979)

### REFERENCE

☐ Bambang Jatmiko  
Procurement & Logistic Manager  
Kalrez Petroleum (Seram) Ltd  
[Bambang.j@kalrez-ltd.com](mailto:Bambang.j@kalrez-ltd.com)

☐ Sulaeman  
Director Graha Alam Sentosa  
[grahaalamsentosa@yahoo.com](mailto:grahaalamsentosa@yahoo.com)



## OTHERS RELEVANT INFORMATION

### Conferences/ Seminars/ Workshops Attended

- ☐ First Aid and basic plus, Kalrez Petroleum (Seram) Ltd
- ☐ Manajemen Pengadaan Barang dan Jasa di Industri Hulu PTK 007 BP Migas Rev 2, Indocita – Bandung
- ☐ Plant Evacuation, Kalrez Petroleum (Seram) Ltd
- ☐ PTK 007 BP Migas Rev 1 (BP Migas Certificate), Patra Widya – Jakarta
- ☐ Pembinaan keselamatan pengelolaan Bahan Peledak (Dirjen Migas Certificate)
- ☐ Driving Safety, BOC Gases Indonesia
- ☐ Plant Operation, BOC Gases Indonesia
- ☐ Maintenance Planner, BOC Gases Indonesia
- ☐ Forklift in house training, TEC Batam
- ☐ Internal Auditor, NOVO – Singapore
- ☐ Material Knowledge, Warehouse and Materials Management System, APPI (Asosiasi Perusahaan Industri Perminyakan Indonesia) – Batam
- ☐ Logistic Materials Management for Support Drilling and Production Process in Oil and Gas, Indocita – Bali
- ☐ Pelatihan Sistem Pencatatan dan Pelaporan Aset (SIPM dan SINAS), APPI (Asosiasi Profesi Pengelolaan Rantai Suplai Migas Indonesia – Bandung)
- ☐ Intermediate First Aid, Kalrez Petroleum (Seram) – Bula
- ☐ Pelatihan Warehouse Management & Inventory Control, Powerindo – Yogyakarta
- ☐ Pelatihan Supervisory Development Program, Pura Kencana Nusantara - Bula

### Availability to Start Working

- ☐ One Month Notice

## SKILLS & ABILITIES

### Personal Strength

I have excellent interpersonal skills and leaderships skills.

I can possess excellent in presentation and public speaking skills.

I am talented as a motivator and facilitator. I am actively involved as motivational speaker since primary school, secondary school and tertiary education institution. I enjoyed in reading, traveling and attending intellectual seminars. I also interested in entrepreneurship activities and enjoyed outdoor/ sport activities such as soccer, swimming.

### Personal Behaviours

- ☐ Positive thinking
- ☐ Skills in handling multiple critical assignments simultaneously
- ☐ Good in communication skills
- ☐ Good analytical & technical skills
- ☐ High-leadership ability
- ☐ Responsible leader
- ☐ Excellent interpersonal skills
- ☐ Advance computer proficiency & simulation software

### Computer Skills

- ☐ Microsoft Excel
- ☐ Microsoft Word
- ☐ Microsoft PowerPoint
- ☐ Adobe Photoshop



## EMPLOYMENT HISTORY

### FIELD PROCUREMENT & LOGISTIC SUPERVISOR KALREZ PETROLEUM (SERAM) LTD (APRIL 2010-31 AUGUST 2015, 5,4 YEARS)

#### Responsibilities/Job Scopes:-

- ☑ Managing all processes and functions within a busy warehouse
- ☑ Housekeeping in laydown areas and warehouse
- ☑ Instruction to the Crews for offloading / loading of material
- ☑ Responsible for stock handling and Asset movement for each movement and reporting to the Procurement and Logistic Manager
- ☑ Coordinating racking and storing
- ☑ Maintaining high standards of materials handling
- ☑ Updating & maintaining computerized & paper based administrative records
- ☑ Managing a team up to 10 employees within a warehouse
- ☑ To monitor the proper management of the warehouse
- ☑ To guarantee monitoring of deadlines and the notification of delays in the delivery of materials by suppliers, to request intervention of the appropriate area department responsible
- ☑ Routine stock take every 4 months
- ☑ Set priorities and ensure tasks are fully completed
- ☑ Continually review and analyse all transaction to solve any stock discrepancy
- ☑ Manage reorder process to ensure availability of spares of stocks
- ☑ Reorder report processing & approval by site personnel with appropriate financial authority
- ☑ Ensure Perpetual Inventory activities are completed & documented in accordance with approved procedure
- ☑ We use IMRS (Issued Material Received Sheet) software program for warehouse and material in and out going, it is a SQL and use data batch, monthly report

#### Experienced Gained:-

- ☑ Coached, mentored, motivated and supervised team members and contractors, and guided them to take positive action and accountability for their assigned work

#### Reasons of Leaving:-

- ☑ Looking for better career opportunity
- ☑ Looking for more challenging work tasks

### LOGISTIC OFFICER GRAHA ALAM SENTOSA (JAN 2003 –JAN 2010 ,7 YEARS)

#### Responsibilities/Job Scopes:-

- ☑ Responsible for field Procurement & logistic (procurement, warehouse, material) related management reports and actively participate in review meeting
- ☑ Responsible to support drilling spare part and chemical
- ☑ Ensure fully compliances of logistic related policies and implement
- ☑ Plan material stock to achieve an optimal balance between part availability, operational cost and inventory level
- ☑ Prepare Monthly report such as Material Receive Sheet, Oil Consumption, Gasoline (HSD) Consumption, Material Issued, Inventory, Explosive, Transportation, Shipment, Drilling spare part and chemical

#### Experienced Gained:-

- ☑ Coached, mentored, motivated and supervised team members and contractors, and guided them to take positive action and accountability for their assigned work

#### Reasons of Leaving:-

- ☑ Looking for better career opportunity
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## EMPLOYMENT HISTORY

### WAREHOUSE SUPERVISOR, BOC GASES INDONESIA (NOV 1997-NOV 2002, 5 YEARS)

#### Responsibilities/Job Scopes:-

- ☑ Knowledge of storeroom methods and procedure
- ☑ Knowledge of packaging methods and procedure
- ☑ Knowledge of the characteristics, uses and proper handling/storage techniques of items supplied
- ☑ Ability to prepare and maintain stock records, reports and inventories
- ☑ Ability to communicate effectively with co workers and constituents
- ☑ Ability to work in team and independent
- ☑ Ability to provide functional supervision
- ☑ Ability to work with computerized inventory control system
- ☑ Knowledge of MS Office
- ☑ Coordinate all phases of shipping/receiving, purchasing, storage, maintenance and inventory control

#### Reasons of Leaving:-

- ☑ Looking for better career opportunity

### WAREHOUSE SUPERVISOR, TOKYO PIGEON INDONESIA (NOV 1996-OCT 1997, 11 MONTHS)

#### Responsibilities/Job Scopes:-

- ☑ Responsible for the day to day operational handling
- ☑ Check orders on correctness and completeness
- ☑ Ensure right usage of critically codes and modes of transportation
- ☑ Monitor and check order fulfilment
- ☑ Expedite urgent order

#### Reasons of Leaving:-

- ☑ Looking for better career opportunity

### WAREHOUSE SUPERVISOR, TEC INDONESIA (NOV 1995-OCT 1996, 11 MONTHS)

#### Responsibilities/Job Scopes:-

- ☑ Prepared design layout and details portions of projects using schematic layout & Maintain receiving, store, issuing goods
- ☑ Planned material stock to achieve optimal balance
- ☑ Responsible to warehouse activity day to day
- ☑ I worked with 35 staffs in warehouse
- ☑ Routine stock taking every month
- ☑ Make a routine report to material control for shortage spare parts
- ☑ Communicate with warehouse manager for receiving, storage and issuing
- ☑ Check document for finishing goods before shipping or putting to container

#### Reasons of Leaving:-

- ☑ Looking for better career opportunity



## **LEAVING REASON (s)**

**I am looking for a new challenge in career after many years involving in Warehouse, Material, Inventory and company asset. I have extensive experience over a 12 year period in line management within TEC Indonesia, Tokyo Pigeon Indonesia, BOC Gases Indonesia, Graha Alam Sentosa and Kalrez Petroleum (Seram) Ltd. I have experience managing both small and large teams with various layers of management. I am experienced in all aspects of line management including target setting and performance management for both individual and work teams.**

**Holds a prestigious Certified PTK 007 from BPMIGAS. Also hold Certified Explosive Inventory from Dirjen Migas.**

**Interested in Material Management including Inventory and Logistic/Warehouse Management and Procurement Management**

**Applies procurement management, material management & warehouse management. Strong leadership qualities. Creates & communicates a clear picture of what success will look like. Develops enthusiasm & commitment to the goals**

**LAST WITHDRAWN SALARY   Rp.15.000.000**

# Certificate

