

## RESUME

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### PERSONAL DETAILS



Full Name : Ahmad Rizki  
Year of Birth : 1980  
Nationality & Citizenship : Indonesian  
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Having worked in Inventory and Purchasing field (in oil & gas, geothermal, and telecommunication industries) and in two full cycles of SAP Material Management (MM) implementation projects, I have good knowledge and skills in MM business processes and SAP MM configuration. I also involved in SAP Sales & Distribution (SD) enhancement, SAP new company code roll out, and SAP Project System (PS) module implementation projects at Bakrie Telecom.

My educational background as an Industrial Engineer and my work experience on SAP MM & SD make me have a good understanding about Logistics and Supply Chain Management (SCM). My work experience as consultant at Deloitte Indonesia makes my skills on Inventory, Purchasing, Sales & Distribution, Logistics, and SCM fields are excelled by a good understanding of Accounting, Finance, and Internal Audit knowledge.

Besides my formal career as an SAP Specialist, I also run websites about SAP at <http://www.SAPStudyMaterials.com> and <http://ofsap.com> where I share my SAP knowledge and invite others to do so.

My work experiences:

#### **1. June 2007 – Present**

ERP Business Analyst Manager (Senior SAP Specialist) at PT. Bakrie Telecom, Tbk (a leading CDMA telecommunication company in Indonesia).

My responsibilities:

- Project Manager of SAP new company code roll-out and Consolidation project.
- Configure SAP MM and SD module for new company code.
- Update and create SAP MM and SD Configuration in order to adopt new organization structure and business processes.
- Develop and test functional requirements of Online Purchase Requisition System application that is interfaced with SAP MM module in a real-time basis.
- Develop and test functional requirements of SAP MM and SD interface program with Product Management System and Sales Management System applications.
- Involve in full cycle of SAP MM Implementation project.
- Involve in full cycle of SAP PS Implementation project.
- Prepare the SAP MM implementation project, including SAP implementer consultant proposal review, internal team building, “as-is” business process review, etc.
- Prepare the vendor master data and open Purchase Requisition and Purchase Order.
- Work together with SAP implementer consultant to conduct a workshop to map “as-is” business process into the “to-be” business process.
- Work with consultant to configure the SAP MM module to adopt the “to-be” business process.
- Create manual book for SAP MM and SD transaction.
- Conduct SAP MM & SD End-User training.
- Manage support team for SAP MM & SD module.

#### **2. November 2006 – June 2007**

Consultant at Osman Ramli Satrio dan Rekan, a Deloitte Touche Tohmatsu firm.

My responsibilities:

- Provide services to the clients, such as Internal Audit, Financial and Accounting SOP Development services.

- Generate proposal for service offerings to prospective clients in Enterprise Risk Services area, such as Internal Audit, Risk Management, Financial and Accounting SOP Development services, etc.

### **3. June 2005 – November 2006**

Procurement Supervisor at PT. Geo Dipa Energi (a joint venture of Pertamina and PLN, 2 of the biggest state-owned companies in Indonesia).

My responsibilities:

- Search the best sources (vendors) of our material and service requirements that meet our quality standard at a reasonable price.
- Manage material inventory so it can be kept at optimum level, not excessive but always meet the requirements.
- Generate a monthly report about inventory management, such as material movements, material consumptions, physical inventory report, etc.
- Generate a monthly report about procurement activities, such as Purchase Requisition status, Purchase Order status, etc.
- Involve in full cycle of SAP MM Implementation project.
- Prepare the material master data.
- Work together with SAP implementer consultant to conduct a workshop to map “as-is” business process into the “to-be” business process.
- Work with consultant to configure the SAP MM module to adopt the “to-be” business process.
- Create manual book for SAP MM transaction.
- Conduct SAP MM End-User training.
- Act as a help desk for SAP MM module.

### **4. April 2004 – May 2005**

Associate Material Control Specialist at PT. Halliburton Indonesia (an oil & gas service company).

My responsibilities:

- Manage material inventory so it can be kept at optimum level, not excessive but always meet the requirements.
- Conduct material physical count (cycle count) every month to ensure that the actual physical materials are the same with SAP data.
- Conduct a monthly meeting with operational country manager to discuss about material inventory issue.
- Reduce the excess, obsolete, and slow moving materials by offering them to other Halliburton company in other countries (honoured by Performance Award).
- Generate a monthly report about inventory management, such as material movements, material consumptions, physical inventory report, etc.

Other experiences:

- VB Programmer at PT. Medion (contract job)
- Cooperative education at PT. Telkom, Tbk (a state-owned Telecommunication company in Indonesia)
- Job Training at PT. Toyota Astra Motor (a leading car manufacturer in Indonesia)

My educational background:

<b>University/School</b>	<b>GPA</b>	<b>From to</b>
Bandung Institute of Technology / ITB (Bachelor Degree in Industrial Engineering Major)	3.36 out of 4 (Cum laude)	1998 - 2003
SMU 1 Padang (Senior High School)	62 out of 70	1995 - 1998
SMP 1 Padang (Junior High School)	49 out of 60	1992 - 1995
SD 17 Gunung Pangilun Padang (Elementary School)	46 out of 50	1986 – 1992