

M. Anton Nugroho

Purchasing & Import Specialist
Web & Graphic Designer

Bekasi, Indonesia

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PROFILE

Purchasing and import professional experienced in supplier sourcing, negotiation, product development, shipping documents, landed cost, and procurement workflow improvement. I also build practical websites, web applications, automation, and visual communication through Studio Anton.

CORE SKILLS

Procurement	Strategic sourcing, supplier negotiation, vendor management, purchase orders
Import	China suppliers, PI/CI/PL, BL/FE/LS/PIB coordination, sea freight
Product	Sampling, packaging, artwork, regulatory coordination, landed cost/HPP
Digital	Website, web application, Google Apps Script, workflow automation, graphic design

EXPERIENCE

Purchasing Staff

CV Mekar Abadi Sentosa Jaya - Kota Tangerang | Dec 2024 - Present

- Primary purchasing PIC for five brands and approximately 200 SKUs.
- Manage China suppliers and local vendors; negotiate price, MOQ, payment terms, lead time, packaging, production schedules, samples, and claims.
- Source and evaluate alternative suppliers to improve pricing, commercial terms, availability, and supply reliability.
- Manage PI, PO, Commercial Invoice, Packing List, and coordinate BL, FE, LS, and PIB with logistics and customs partners.
- Coordinate sea shipments, PO consolidation, split shipments, CBM calculation, forwarder communication, and shipment monitoring.
- Calculate landed cost/HPP by SKU and coordinate product development from sourcing and sampling to production and shipment.
- Designed procurement workflows and a web-based purchasing management system with internal IT, including data requirements, controls, access, and auditability.

Freelance Web & Graphic Designer

Studio Anton - Bekasi | 2023 - Present

- Develop business websites, landing pages, web applications, workflow automation, and graphic design materials.
- Manage projects independently from client communication, pricing, planning, and concept development through revision and final delivery.

Administration Staff

Yayasan Bina Harapan Mandiri - Bekasi | 2019 - 2023

- Managed administrative operations for TK and TPQ programs, including EMIS/DAPODIK records, reporting, inventory, purchasing, finance support, and documentation.
- Coordinated with parents, teachers, management, and community stakeholders for institutional activities and daily operations.

SELECTED DIGITAL WORK

Purchasing Management System

Procurement workflow for data, approvals, supplier records, documents, and audit-ready work controls.

Dhuwit

Personal finance web application for recording, grouping, and monitoring cash flow.

Kerjain

Productivity application for tasks, notes, priorities, milestones, and work progress.

Studio Anton

Websites, graphic design, photography, digital products, and workflow solutions for businesses and teams.

TOOLS

Google Workspace, Google Sheets, Google Apps Script, web development, dashboard systems, Adobe Creative Suite, AI tools, procurement documentation, landed cost calculation, and supplier communication.

EDUCATION & ADDITIONAL INFORMATION

Detailed education, certificates, and supporting documents are available upon request. Portfolio and current projects: antongrh.com. Professional creative services: studio.antongrh.com.