

ALEXCANDRA AF

Helping businesses manage suppliers, reduce costs, and streamline operations remotely
Virtual Assistant | Procurement & Vendor Management

Virtual Assistant | Business Operations | Procurement & Vendor Specialist
Indonesia | Remote Global Availability

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PROFESSIONAL SUMMARY

Virtual Assistant specializing in procurement, supplier sourcing, and business operations with 10+ years of experience. I help business owners find reliable suppliers, reduce costs, and manage orders efficiently, especially in e-commerce environments (Shopify). Experienced in working remotely with international clients, ensuring smooth operations, clear communication, and consistent results.

Focused on helping businesses save time, improve efficiency, and scale operations through reliable virtual support.

PROFESSIONAL EXPERIENCE

Virtual Assistant (Remote)

International Clients

Oct 2023 – Present

- Worked with e-commerce and business clients handling sourcing, procurement, and order management tasks.
- Maintained clear and consistent communication with international clients to ensure smooth remote collaboration
- Sourced products from global suppliers (Alibaba & other platforms).
- Compared quotations (RFQ) to identify best pricing options.
- Supported price negotiation and reduced costs by 5–15%.
- Managed supplier communication and ensured timely delivery.
- Tracked orders, shipments, and updated delivery status.
- Managed 100+ orders monthly, ensuring on-time fulfillment.
- Processed e-commerce orders (Shopify) and handled fulfillment.
- Maintained accurate data using Excel / Google Sheets (99% accuracy).
- Provided daily updates and reports to clients.
- Helped improve workflow efficiency through organized tracking systems.
- Ready to support business owners with reliable and efficient virtual assistance.
- Supported business operations by ensuring smooth supplier coordination and order fulfillment.
- Contributed to cost efficiency and improved workflow for client operations.

KEY ACHIEVEMENTS

- Successfully sourced 50+ products from global suppliers.
- Managed 100+ orders monthly, ensuring on-time fulfillment and smooth customer experience.
- Maintained data accuracy up to 99%.
- Improved supplier response time through consistent follow-ups.
- Helped reduce sourcing costs by identifying competitive suppliers.
- Improved workflow efficiency through organized tracking and reporting.
- Maintained consistent communication with clients and suppliers to ensure smooth operations.

TOOLS

Shopify | Google Sheets | Microsoft Excel | Trello | Slack | WhatsApp | Canva

EDUCATION

Bachelor of Management

Pramita Indonesia University

- Final CGPA: 3.32

2014 – OCT 2017

Bachelor of Information Technology

ITS University

- Final CGPA: 3.0

1997 – 2001

SKILLS

- Procurement & Supplier Sourcing
- Vendor Management & Communication
- Order Processing & Fulfillment (Shopify)
- Data Entry & Reporting
- Email & Admin Support
- Internet Research
- Microsoft Excel & Google Sheets
- Customer Support (Email/Chat)
- Supplier Research & Cost Comparison
- Order & Delivery Tracking