# Objective

To apply and improve current knowledge on accounting, auditing, taxation, and finance coupled with extensive work experiences in consultations and client services to bring additional value to company.

# Experience

## Novotel Jakarta Mangga Dua Square – Chief Accountant Dec ’14 – Apr ‘15

Novotel Jakarta Mangga Dua Square as a mid-scale hotel (4 star) under Accor Management has been survived from any circumstances during of its 15 years operations. As Chief Accountant my main responsibilities are :

* To Maintain and Develop a full set of account in line with business model and the growth of the business.
* To carry out risk assessment within department
* To identify issues and implement process improvements to streamline finance process.
* To prepare various finance reports :
	+ Budget Realization
	+ Financial Statement
	+ Performance Report
	+ Cash Position
	+ etc
* To preserve the continuity of all business activities in timely manner ;
	+ Working capital & petty cash management
	+ Cash flow projection
	+ AP & AR
	+ Bank reconciliation
	+ Cost control
	+ Procurement
* To make sure that all accounting process executed properly in fully compliance with local legal, taxation and accounting requirement (local GAAP, etc) to produce reliable financial information that will be combined with industry and economic information in order to grow the business.
	+ Fixed Assets Management (registration, depreciation, disposal)
	+ Inventory Management
	+ End month process
	+ Revenue
	+ Procurement
* Maintaining relationship with bank and other financial institution, establish favorable cooperation with bank and other financial institution, and reviewing the cooperation regularly.
* To perform development, implementation, evaluation, and detailed analysis on the company’s achievement to income and expense (cash flow and budget)
* Develop and maintain the fundamental of Finance Accounting Department start from accounting methodology, chart of account, workflow, and daily operation.

## PT Home Credit Indonesia – *Senior Accountant* Jun ’12 – Nov ‘14

PT Home Credit Indonesia as a multinational company ***(start up)*** that located in Jakarta has grown rapidly in 1 year of its operation. As a consumer financing company as part of PPF Group one of the largest group at the Eastern Europe my main responsible are :

* Construct and analyze weekly / monthly / quarterly / semester / annual financial report both for management level and group level, such as :
	+ sales performance,
	+ incoming & outgoing payment report,
	+ ALMA Report,
	+ conglomerate report,
	+ group corporate income tax report,
	+ cash flow report and projecting
* To make sure that all business activities runs properly in timely manner ;
	+ working capital & petty cash management
	+ cash flow projection
	+ AP & AR
	+ bank reconciliation
	+ Cost controll
* Adherence to statutory requirements, such as Financial Services Authorities (OJK), Tax Office, Ministry of Trade, Bank of Indonesia.
	+ Financial Statement (BS, PL, Cash Flow Satement)
	+ Maturity Profile
	+ Detail of Portfolio
	+ Monthly and Annual Tax Report
	+ Foreign Exchange Transaction Report (LLD)
* To make sure that all accounting process executed properly in fully compliance with local legal, taxation and accounting requirement (local GAAP, etc) to produce reliable financial information that will be combined with industry and economic information in order to grow the business.
	+ Fixed Assets Management (registration, depreciation, disposal)
	+ End month process
* Maintaining relationship with bank and other financial institution, establish favorable cooperation with bank and other financial institution, and reviewing the cooperation regularly.
* To perform development, implementation, evaluation, and detailed analysis on the company’s budget and expenditure both by project or global.
* Develop and maintain the fundamental of Finance Accounting Department start from accounting methodology, chart of account, workflow, and daily operation.

## PT Bank Hana – *Finance Officer* Jun ’11 – Jun ‘12

PT Hana Bank is a Korean based bank that located in Jakarta. My main responsibilities are :

* To ensure the submission of regulatory reporting will be done in timely manner, such as :
	+ Foreign Exchange Transaction Report (LLD)
	+ Bank Daily Report (LHBU)
	+ Bank Monthly Report Basell II (LBU)
	+ Internal Capital Adequacy Assessment Process (KPMM)
* Construct and analyze weekly / monthly / quarterly / semester / annual financial report both for management level and group level, such as :
	+ Branch Performance,
	+ ALMA Report,
	+ Any adhoc report

During my services, I developed semi automation report as a fundamental of automatic report.

## Bangkok Bank PCL - *Accountant* Jan ’10 – Jun ‘11

Bangkok Bank PCL is a Thailand based company that located in Jakarta. As an Accountant my responsibilities are :

* Prepared all accounting journal to be recorded into the accounting system both for daily and month end process.
* To ensure the submission of regulatory reporting will be done in timely manner, such as :
	+ Foreign Exchange Transaction Report (LLD)
	+ Bank Daily Report (LHBU)
	+ Bank Monthly Report Basell II (LBU)
	+ Internal Capital Adequacy Assessment Process (KPMM)
	+ Tax Report (both monthly and yearly)
* Construct and analyze weekly / monthly / quarterly / semester / annual financial report both for management level and group level, such as :
	+ Branch Performance,
	+ ALMA Report,
	+ Any adhoc report
* To perform payment to vendor.

During my services, I do also work on IT Department and Settlement Department to perform core banking maintenance, network maintenance, money market settlement under Citrix Environment.

## PT Panin Bank Tbk Branch Palembang – *Head of Accounting* May ‘05 – Dec ‘09

PT Panin Bank Tbk Branch Palembang is local bank that provide financial services in Palembang. My main responsibilities in the unit are :

* To review all daily back office transaction.
* To ensure the submission of regulatory reporting will be done in timely manner, such as :
	+ Foreign Exchange Transaction Report (LLD)
	+ Bank Daily Report (LHBU)
	+ Bank Monthly Report Basell I (LBU)
	+ Internal Capital Adequacy Assessment Process (KPMM)
	+ Tax Report (both monthly and yearly)
* Prepare and submit monthly / annual report to management and head office.
	+ Budget variance analysis report
	+ CAR
	+ NPL
	+ LDR
	+ maturity profile, etc

During my services, I do also served as Head of AML and CFT (Anti Money Laundry and Combating the Financing of Terrorism) Committee, Supervisor of Cash Management Unit, IT Supervior, Branch Trainner.

## PT Ulimanitra – *Accountant (internship)* Mar ’04 – Oct ‘ 04

PT Ulimanitra is a private company that provide heavy equipment rental services to construction industry, located in Palembang. My main responsibilities are to record day to day transaction by site based into accounting system (Accurate) as well as to prepare tax report (e-filling).

# Education

## STIE Musi Palembang Sep ’01 – Apr ‘05

Bachelor of Economics, majoring accounting, GPA 3,46

# Training

## Indonesia Professional Development Centre Feb ‘13

Financial Statement Analysis

**Bangkok Bank Jul ‘10**

PSAK 50 / 55 Implementation , Breakthrough Spirit for Breakthrough Competition

**Panin Bank Aug ‘09**

Implementation of Anti Money Laundry and Combating the Financing of Terrorism due to daily transaction

**Panin Bank Feb ‘09**

Cash Management as a Leverage

# Skills

* Excellent understanding and skills in auditing, accounting, taxation and finance supported with massive work experiences.
* Superb ability to work in a team and/or autonomously under busy and stressful rush hour periods with high professional integrity, using initiative and ingenuity whenever required
* Outstanding verbal communication skills in maintaining inter-personal relationships
* Good time management and organization skills attained through consistently meeting deadlines
* Proficiency in foreign languages including English, both orally and written.
* Easy to adapt on any computer application.
* I am adaptable and able to accommodate complexities in a situation. I am taking ownership of my responsibilities and being accountable to higher authority are strong trademarks of me. I am responsible, courageous, commanding and forceful.
* I am skillful in managing people. I can be an excellent negotiator and persuasive. I am also diplomatic and tactful in dealing with people. I am not only understands human behaviour and motives, I am also able to engage them to accomplish his objectives.
* Computer Skill : Ms.Office, Accurate, MYOB, AutoCount, Quickbook, FileMaker

# Informal Organization and Achievement

* **Freelance : Website Developer (present)**
* **Freelance : Photographer (present)**
* **Freelance : FileMaker Consultant (present)**
* Head of Creative Team of GKY Church (2005 – 2009)
* Head of Creative Team and Treasurer of Youth Indonesia Chinese Church Association (2006 - 2009)
* Head of Creative Team of Youth GKY Church (2003 – 2008)
* Librarian of GKY Church as Audio Video Section (2003 – 2005)
* Head of Agenda of Youth GKY Church (2001 – 2003)
* Member of Creative Teenage Team of GKY Church (1998 – 2001)