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| **Sally Damayanti**    Jl Janur III Blok A12 no 2, Pondok Kelapa Jakarta Timur, 13450, Jakarta Raya, Indonesia  Email:*sdamayanti\_73@yahoo.co.id* or *sallydamay@gmail.com*  Tel:62-21-8640441(Home), +62 878 78 250250 (Mobile)  **Resume Summary**  Current Specialization : Finance - General/Cost Accounting  Highest Education : Bachelor's Degree in Finance/Accountancy/Banking  Years of Experiences : 16 |
| **Employment History**  *Nov 2002 - Dec 2012*  **1. PT Travira Air**  Position Title (Level) : Finance & Accounting Manager (Manager / Assistant Manager)  Specialization : Finance - General/Cost Accounting  Role :Management  Industry : Aerospace / Aviation / Airline  Work Description :  Planning : to initiate and prepare the standard practices related to all accounting matters and procedures and coordination of system throughout the corporation, including records, reports and procedures or the approval for Board of Directors.  Directing : Supervise and assist Financial Accountant in preparing financial reports; determining that all expenditures are made pursuant to and in accordance with proper authorization by authorized officers from related departments.  Executing : at the end of month, reviewing the monthly financial report before submitted to Board of Directors; preparing and interpreting financial statements analysis; as budget officer, coordinate with other departments to prepare and develop the annual budget covering all activities of corporation for submission to the Board of Directors prior the beginning of fiscal years.  Internal Control : Every mid year, together with Chief Financial Officer, evaluate the actual cost versus the budget and coordinate with other departments to make the necessary revision of the budget. Review all insurances in accordance with Company policies. Responsible that all financial documents are complied with orders, circulations and regulations issued by government authorities.  Servicing : Assist the CFO and other managers in company in providing necessary information concerning accounting / financial matters to make efforts in rising up efficiency and profitability.  *Aug 2001 - Apr 2002*  **2. PT Pasifika Raya Sarana Motor**  Position Title (Level) : Finance & Accounting Supervisor (Supervisor / Coordinator)  Specialization : Finance - General/Cost Accounting  Role : Financial Accounting & Reporting  Industry : Automobile / Automotive Ancillary / Vehicle  Work Description :    Support finance & Accounting manager in all aspects of system and procedure of preparing financial statement, taxation and cash out flow. Supervising in reconciliation of all accounts in financial statement, supervising administration staffs at branches.  *Nov 2000 - July 2001*  **3. PT General Agromesin Lestari**  Position Title (Level) : Finance & Accounting Supervisor (Supervisor / Coordinator)  Specialization : Finance - General/Cost Accounting  Role : Financial Accounting & Reporting  Industry : Automobile / Automotive Ancillary / Vehicle  Work Description :    Support the director with financial statement, preparing and review management budget, maintain and analyze company's cashflow, aging schedule and handle taxation matters.  *Oct 1996 - Oct 2000*  **4. Hans, Tuanakotta & Mustofa registered public acct (DELLOITE)**  Position Title (Level) : Senior Auditor (Staff (non-management & non-supervisor))  Specialization : Finance - Audit/Taxation  Role : Auditing  Industry : Public Accountant Firm (one of Big 4)  Work Description :    As senior in charge in preparing audit field work, discuss with client's board of directors or managers in charge about fraud or audit finding, support audit managers in preparing client's audited financial statement and discuss with partners and technical quality for releasing the audited financial statement. Responsible for stock taking procedure in client's warehouses. Clients which had been handled as follows : PT Intraco Penta, Tbk (4 years audit), PT Bintang Toedjoe and its subsidiary, PT Plantago Naturale (3 years audit), PT Sharp Yasonta Indonesia/Antarnusa (4 years audit), PT Supra Usadhatama (subsidiary PT Tempo Scan Pacific,Tbk), PT Surya Cipta Swadaya – Suryacipta City of Industry (subsidiary of PT Surya Semesta Internusa, Tbk) – 2 years audit. |
| **Educational Background**  *Graduation Date: 1996*  **Bachelor's Degree of Finance/Accountancy/Banking**  Major : Accountancy  Institute/University : Tarumanagara, Indonesia  CGPA : 3.25/4  *Graduation Date: 1992*  **SMU of Economics**  Major : -  Institute/University : Fons Vitae Marsudirini, Indonesia  Grade : - |
| **Skills**  (**Proficiency: Advanced -** Highly experienced; **Intermediate -** Familiar with all the basic functionalities; **Beginner -** Just started using or learning the skill)  **Skill Years Proficiency**  ---------------------------------------------------------------------------------------------------------  Typing >5 Advanced  English, written and spoken >5 Intermediate  MS Office >5 Intermediate  SAP B-one 2 Beginner |
| **Languages**  (**Proficiency based on IELTS regulation**: 0=**Poor** - 9=**Excellent**)  **IELTS RESULT**  **Reading : 8; Writing : 6.5; Speaking : 6.5 Listening : 6.5**  IELTS exam result On Feb 2014 **Academic test overall band 7 / 9.** |
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| **Personal Particulars & Preferences**  Date of Birth : 20 Sep 1973  Nationality : Indonesia  Gender : Female  KTP No. : 3175076009730012  Possess Own Transport : Yes  Marital Status : Married with no children  Availability : Soon |
| **Additional Info**  I have strong skills in accounting system and procedure, also in audit system and procedures. My personalities which are support my skills are honest, eager to learn, fast learner and loyal. In my last job, I managed 9 finance and accounting staffs and this added my leadership skill. Trainings that I attended as follows : in 2004 Seven Habits of Rules and Leadership, Team Building (conduct by Dunamis), Taxation training conduct by Enterprime. In 2003, Income Tax and VAT training conduct by IAI. English course at ILP (Post Intermediate Level) in 1998. I took IELTS test on Feb 2014 with overall results 7 / 9. |
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