

INTERNAL AUDITOR / INTERNAL CONTROL

WIDIYANTO

**PROFILE**

Experienced, quick learner and SOP (Standard Operational Procedures) controller.

Graduated as the Diploma (major in English) from Widyadharma Pontianak, I was

worked as Accounting staff at Merpati Hotel about two years. After I have the title

as the Diploma, I moved to Jakarta and worked as Stock Auditor. I am one of

the Internal Auditor(Operational) in PT. Inti Sumber Abadi Since January 2016 as

senior Staff.

Phone Number : **0857-8716-5809**

Address : Tritura Street, Multi Jaya Alley, No. 56, Pontianak, Kalimantan Barat (come from).

Present Address : Jl. Tanjung Duren Utara 10, No. 899, West Jakarta 11470

Email : widiyantokim@ymail.com

Birth Date : 09 Mei 1991

Nationality : Indonesia

Gender : Male

Marital Status : Single

**LANGUAGE SKILLS**

* Bahasa Indonesia
* English

**TECHNICAL SKILLS**

• MySDG Data Base

• Data Collection

• Analysis

**PERSONAL SKILLS**

• Microsoft Word

• Microsoft Excel (Pivot table and Formulas)

• Microsoft Power Point

• Browsing/Email

• Presentation

**EDUCATION**

• Widyadharma University : Foreign Language (English) Diploma Degree 2010 – 2014

• SMA K Maranatha Pontianak : 2006 – 2009

• SMP K Maranatha Pontianak : 2003 – 2006

• SD Negeri 21 Pontianak : 1997 – 2003

**WORK EXPERIENCE**

1. **Internal Auditor (Operational) / Internal Control Senior Staff Level** | Pluit, Jakarta

PT. Inti Sumber Abadi | January 2016 – Present

* collating, checking and analysing spreadsheet data.
* identifying if and where processes are not working as they should and advising on changes to be made.
* preparing Audit reports, commentaries and financial statements.
* ensuring procedures, policies, legislation and regulations are correctly followed and complied with.
* undertaking reviews of wages.
* Follow-up action plans from verification activities.
* Perform verification activities in accordance with plan.
* audit of procedures.
* participate in investigations and inspections.
* audits of systems.
* audits of maintenance and Oprerational activities.

1. **Internal Auditor (Stock) | Roxy Mas, Jakarta**

PT. Internusa Mandiri | 2014 – April 2015

* Auditing Branches’ Stock & Operational
* Creating Stock Report every branches into one report
* Archives Data
* Checking Monthly report from Branches
* Report auditing result to manager
* Fixing an error issues of stock in branches
* Reporting inventory’s condition of branches to Head office
* Adjusting between Manual Stock’s report with Computer’s Stock Program (K-Soft)

1. **Accounting Admin | Pontianak, West Kalimantan**

Hotel Merpati Pontianak | June 2012 – April 2014

* Reviewing reports from F & B, House keeping, Drugstore, Kitchen, Receptionist, and Operator Division.
* Administrative work.
* Make an order list for drug store.
* Monthly auditing and making report of the Products Stock.
* Laundry Auditing and Monthly report.
* Compliment Voucher entry and Monthly report.