**ADRIAN WAHYUDI HIDAYAT**

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Pesanggrahan

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| **P** e r s o n a l **D** e t a i l s |
| Place/Date of Birth | : | Jakarta/ June 29th 1988 |
| Gender | : | Male |
| Marital Status | : | Merried |
| Nationality | : | Indonesia |

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| **E** d u c a t i o n **B** a c k g r o u n d |
|  | **Place** | Year |
| College | : | **Binus University** | September 2007 – July 2012 |
|  |  | Faculty of Economy  |  |
|  |  | 82 Senior High School JakartaAl-azhar Pusat Junior High SchoolAl-azhar Pusat Elementary School | 2004 – 20072001 – 20041995 – 2001  |
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| **O** r g a n i z a t i o n **E** x p e r i e n c e s |
|  Position | **Place** | **Year** |
| Member of Himpunan Mahasiswa Akuntansi (HIMA) | Binus University | 2008-2010 |
| Organizer Team of HAI Magazine (Charity Festival) | Senayan | 2006 |
| Organizer Team of Kresikars (Art and Music Festival) | SMUN 82 Jakarta | 2005-2007 |

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| **S** e m i n a r s **&** **T** r a i n i n g s  |
|  Participation | **Place**  | **Year**  |
| Training Taxes from PT Telekomunikasi Indonesia“Training E-Faktur”Participant in Tax Conference 2014 from Sinarmas“ Back to Basic – Update Tax Regulation”Training Taxes from DJP“ Training E-Faktur”Training Program in KAP Syarief Basir dan Rekan“Audit Working Paper” | BandungJakartaJakartaJakarta | 2015201420142013 |
| Training Program in KAP Syarief Basir dan Rekan“Sample Size” | Jakarta | 2012 |
| Training Program in KAP Syarief Basir dan Rekan“Audit Planning” | Jakarta | 2012 |
| Participant for **Career Seminar**“An Easy Way to Face Job Interviews”Participant for **Capital Market Seminar**“Introduction to Capital Market”Participant for **Taxes Seminar**“Binus Accounting Week - TGTC” |  Binus UniversityBinus UniversityBinus University | 201220102010 |
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| **W** o r k i n g **E** x p e r i e n c e s  |

**PT Smartfren Telecom Tbk, Sinarmas Group 14 Juli 2014 - present**

**VAT Specialist**

**Job Duties**

1. Reconciliation Revenue for two company PT Smart Telecom Tbk and Smartfren Telecom Tbk
2. Reconciliation Vat-in for two company PT Smart Telecom Tbk and Smartfren Telecom Tbk
3. Reconciliation Vat-out for two company PT Smart Telecom Tbk and Smartfren Telecom Tbk
4. Prepare Cash flow Vat-in
5. Prepare monthly tax report using Tax application software (E-spt, E-Faktur and E-filling)
6. Provide the data’s necessary for External Auditor
7. Prepare Tax Monthly Return

**PT Aerofood ACS Indonesia, Garuda Indonesia Group 01 April 2014 – 01 July 2014**

**Finance & Accounting Officer (Account Payable)**

**Job Duties**

1. Verification and process every incoming invoice from supplier
2. Input all Invoice (inventory and non inventory) into SAP system accounting software
3. Prepare Voucher payment and distribute to treasury
4. Distribute Invoice tax to tax department.
5. Prepare Aging Account Payable and Schedule payment
6. Reconcile AR AP supplier
7. Reconcile AR AP Related Partied
8. Provide the data’s necessary for External Auditor and Internal Auditor

**PT Aerofood ACS Indonesia, Garuda Indonesia Group 22 July 2013 – 30 March 2014**

**Budget Control Officer**

**Job Duties**

1. Accurately present COGS per unit appropriately to the cost center
2. Cooperation with logistics department to calculate the value of obsolete inventory which will be the company's expense and Coordinate with logistics department for stock take.
3. Verification Document, Data Entry Using SAP Accounting Software
4. Training occasionally fill the stock card and costing report to new site Coordinator / Site Manager Unit.
5. Occasionally Operational Audit and Financial Audit Unit
6. Investigative procedure to detect variance of actual cost to budget cost, diagnostic procedures to ascertain the cause of variance, and corrective procedures to effect realignment between actual and budget cost.
7. Present comparative actual VS Budget, and analyst Income Statement
8. Provide the data’s necessary for External Auditor and Internal Auditor

 **Russel Bedford International 15 Oct 2012 – 19 July 2013**

**KAP Syarief Basir dan Rekan**

**Auditor**

Job Duties

1. Prepare sample size, materiality and audit planning
2. Footing, Vouching and Tracing
3. Cash opname, stok opname, and asset opname
4. Prepare Finding Audit and management letter
5. Prepare Audit Working Paper
6. Prepare worksheet
7. Prepare draft audit report
8. Audit Account : Cash & Equivalent, Fixed Assets,Accrued Exp, Account Payable, Account Receivable, Sales, Prepaid Expense, Operating Expense

Accounting Service Job Duties:

1. Translated GL, TB,BS,PL,COGM from IDR to USD
2. Revaluation GL using PSAK 10

**Audit Experiences:**

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| ***No*** | ***Company*** | ***BUMN / Non BUMN*** | ***Industry*** | ***Type of Audit*** | ***Year*** |
| **1** | Komisi Penanggulangan AIDS Nasional, dukungan dana Global | Non BUMN | Non Government Organization | Compliance Audit | 2012 |
| **2** | PT Toxindo Prima | Non BUMN | Exportir | Financial Statement Audit | 2012 |
| **3** | PT Taisei Indonesia | Non BUMN | Contractor | Financial Statement Audit | 2013 |
| **4** | PT Tokai Dharma Indonesia | Non BUMN | Manufacture | Financial Statement Audit | 2013 |
| **5** | PT Radio Fiskaria Suara Surabaya | Non BUMN | Services Media | Management Consultant / Review Financial Statement | 2013 |

**Accounting Services Experience**

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| ***No*** | ***Company*** | ***BUMN / Non BUMN*** | ***Industry*** | ***Type of Audit*** | ***Year*** |
| **1** | PT YPC Precision Indonesia | Non BUMN | Manufacture | Accounting Services | 2013 |
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**CV. Multidira Catur Mandiri, Bekasi, Jan 2012 – Aug 2012**

**Finance & Accounting**

Job Duties

1. Input all the transaction company into MYOB Accounting Software
2. Purchases and Sales Monitoring
3. Inventory Monitoring
4. Cooperation with production department to calculate the value of obsolete inventory which will be the company's expense and Coordinate with production department for stock take.
5. Investigative procedure to detect variance of actual cost to budget cost, diagnostic procedures to ascertain the cause of variance, and corrective procedures to effect realignment between actual and budget cost.
6. Present comparative actual VS Budget, and analyst Income StatementVerification Document
7. Monthly Operation report to BOC and BOD

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| **C** o m p u t e r **A** b i l i t y |
| **Program** | **Description** |
| Microsoft Word | Word processing |
| Microsoft Excel | Spreadsheet and data calculation |
| Microsoft Power Point | Digital slide presentation |
| Adobe PhotoshopMYOBACLZahirE-SPT 111 PPN, E-Faktur, E-Filling | Photo editingOperated Accounting Application MYOB Operated Accounting Application ACLOperated Accounting Application ZahirTax Application Software |