



Birthdate / place : 1-October-1967 / Palembang
Marital Status / Gender : Single / Male
Address/Phone : Jalan Delima Raya No. 76,Klender ,Jakarta 13460
6221-8623927 (home), 6281289283932 (mobile)
Education : STIENI (Finance) , IP 3 ,Graduate 1996

Hard working and technically skilled Account Payable known for accuracy, 12 years attention to detail and timeliness in managing disbursement functions for diverse-industry employers. A/P career spans of experience in manufacturing, Mining (Oil and Gas) and other industries and has included accountability for the processing of up to 500 invoices (or more) per month. Backed by solid credentials (BS in Finance) and proficiencies in MS Office Suite, MYOB software, Accurate, other ERP/EDI systems .

KEY SKILLS

- Accounts Payable Processes & Management
- Invoices/Expense Reports/Payment Transactions
- Corporate Accounting & Bookkeeping
- Government Regulations
- Vendor Negotiations & Management
- Petty cash management
- ERP, EDI & Financial System Technologies
- Records Organization & Management
- Journal Entries & General Ledger
- Teambuilding & Staff Supervision
- Spreadsheets & Accounting Reports

PROFESSIONAL EXPERIENCE

Ecosse Energy (November 2012 to April 2013) as an Account Assistant

Handled daily A/P processes; supervised purchase (mainly office supplies and generals); managed vendor/supplier relations; and oversaw the timely, accurate processing of invoices, purchase orders, expense reports, credit memos , making vouchers payments and payment transactions. Maintained adherence to corporate, accounting ; addressed escalated issues from employees and vendors regarding accounts payable; and ensured accurate and compliant A/P files and records in accordance with company policies and government regulations.

Key Results:

- Managed the accurate and timely processing invoices per month for large, multi-site organizations. Assessed and closed A/P sub-ledger on a monthly basis, validated content and resolved various issues.
- Facilitated “no-fault” internal and external audits as a result of sound recordkeeping and thorough documentation.
- Instituted thorough cross-checking of pack-lists, receivers and invoices that halted a previous history in overpayments to suppliers.
- Renegotiated payment terms with dozens of suppliers/vendors from Net 7 to Net 60 days for manufacturer emerging from bankruptcy. Improved cash flow and helped facilitate company’s return to profitability.
- Composed effective accounting and ad-hoc reports summarizing A/P data for supply chain, HR and other departments.
- Formally recognized by company managers for injecting improvements into recordkeeping/controls that reversed a history of missed payment deadlines, lost invoices and lack of proper authorization on expenditures.
- Payroll (time sheet and salary calculations) .

Sandratex (Mei -2001 to April – 2011) as Finance Supervisor :

Supervise accounts payable operations for company, including payment of invoices, proofing of checks and communication with outside vendors. Participated in planning/implementing business policies and procedures to ensure proper internal controls, including adherence to budget control and compliance with company’s regulations. Provided effective management of payables service company and served as primary backup to Finance Controller/Manager.

Key Results:

- Demonstrated the ability to fill in at a moment’s notice, quickly mastering new systems, processes and workflows.
- Resolved months of backlogged work, restored order and organization to processes/records in disarray, researched and solved billing problems and corrected invoicing and journal entry errors that had previously been missed.
- Provided company with various financial reports that based on basic computer systems (MS Office / MS Excel)and furnished senior company executives with A/P liability summaries and reports that were consistently praised for their accuracy, user-friendliness and timeliness.

Exxonmobil Indonesia (Mei-1997 to April 1999) as an Administrative Assistant

TECHNOLOGY SUMMARY / SKILLS

MS Office (Word, Excel, PowerPoint) ● SAP F1 Intro ● MYOB ● Accurate

Language : English (Read,Write, Speaking, fluent)