



ERWIN SUMARDIONO



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PROFESSIONAL PROFILE

A pro-active, innovative, analytical, organized, detail oriented and efficient with a proven track record of compiling with minimum error journals and make financial reports with Professional and Experienced also advanced in Excel skills and extensive knowledge in the full spectrum of Audit. Competent in Accounting software system such as Accpac, SAP FICO R/4.07, JD Edward R/9.01 and collaborative team player.

Extensive interpersonal and communication skills with developed ability to analyze problems, find tangible solutions and implement new systems and procedures in a fast-paced business environment. Possess a strong drive to achieve set goals and objectives by always delivering high standards of service excellence in line with the company's vision.

Career Objectives: | Accountant | Budget | Cost Control | Finance | Head of Accountant | Head of Budget | Head of Cost Control | Head of Finance |

CAREER HIGHLIGHTS

- ♦ Vat In Restitution for the years of 2003 - 2005 around IDR 13.631.211.212
- ♦ Withholding Tax art. 22 Restitution for the years of 2004 - 2005 around IDR 15.964.038.637
- ♦ Withholding Tax (FINAL) Restitution for the years of 2004 - 2005 around IDR 21.000.000
- ♦ Solve Problem Account Receivable for the years of 2001 - 2005 around IDR 289.564.275
- ♦ Finalization of Audit Report for 3 Clients (Shipping Company, Police Company, Trading Company)

EDUCATION DETAILS

Bachelor Honors in Accounting; Indonesia College of Economic, 2000 (Up to Level 3 from 4 - Incomplete)

Diploma Honors in Accounting; Indonesia Education Foundation of Economic, 1995 (GPA 3.22)

Senior Economic High School in Accounting; Cagar Budaya, 1994 (GPA 2.75)

TRAINING & WORKSHOP DETAILS

- ♦ July 30th - Aug 1st 2019 : Workshop, Certification & Exam Contractor Safety Management System (CSMS)
- ♦ Sept 7th - 12th 2015 : Training, Certification and Examination of (PTK 007 Rev. III/2015) Batch V/ 2015
- ♦ April 21st - 25th 2014 : IFRS Consideration for Oil and Gas Industry
- ♦ June, 10th - 15th 2013 : Training, Certification and Examination for Custody Transfer
- ♦ June, 12th - 15th 2012 : PSC Cost Recovery Mechanism: Charging and Claiming Based On PP 79/2010
- ♦ Nov, 21st - 25th 2011 : PSC, Financial Economic, POD, WP&B and AFE
- ♦ March, 7th - 11th 2011 : JD Edwards Enterprise One R/9.1 Financial In House Training
- ♦ Dec, 14th - 17th 2010 : Petroleum Accounting and Cost Control Management
- ♦ February, 28th 2010 : Observing Safety Procedures
- ♦ April, 25th - 28th 2007 : Fire Fighting Training
- ♦ September, 28th 2006 : Tax Planning & Management for the success of VAT & Tax Certainty Restitution
- ♦ April, 30th 2006 : Single Instance Project SAP R/4.07

CAREER SUMMARY

Name of Company	RH Petrogas, Ltd (Oil and Gas Industry)
Designation	Industrial Hygiene Specialist
Period of Work	May 2020 - Present

Job Description:

- ♦ Supervise Industrial Hygiene monitoring.
- ♦ Supervise hygiene and sanitation inspection based on contract and the regulations.
- ♦ Develop hygiene promotional activities among employees.
- ♦ Ensure the updated knowledge of Good Hygiene Common Practice.
- ♦ Create hygiene and industrial data reports for Internal and External.
- ♦ Industrial Hygienists assess health risks within the workplace, including air quality, noise pollution, and ionic radiation.
- ♦ Conducts Health program in Energy sector or governmental organization to recognize, eliminate.
- ♦ Evaluate all ergonomic activities and recommend improvements for all department.
- ♦ Prepare reports for all test results on industrial hygiene and monitor same and recommend changes if required and develop appropriate work procedures to ensure absence of any occupational health hazard.
- ♦ Planning and Controlling Budget of HSE Department.
- ♦ Make Document Contract for some activity due to Covid-19 disease.
- ♦ Manage cost expenditure for each transaction with properly using based on WP&B Gross Split scheme.
- ♦ Maintain Budget and Remaining for preparedness amount for others program due to Covid-19 needs.

Name of Company	JOB Pertamina PetroChina Salawati (Oil and Gas Industry)
Designation	Operating Accounting Officer
Period of Work	April 2018 – April 2020

Job Description:

- ♦ Audit control and validating.
- ♦ Producing reporting on audits and controls.
- ♦ Ensuring all supplier invoices are processed accurately, efficiently and in a timely manner to the deadlines specified.
- ♦ Verifying the legality of requests received and challenging documentation that does not comply to company policy.
- ♦ Identifying areas of the business that are having problems with any aspect of the audit finding, supporting and advising them to mitigate these problems.
- ♦ Ensuring supplier statements under their responsibility are reconciled to strict deadlines and any outstanding issues are actioned and resolved.
- ♦ Ensuring customer queries are prioritized and resolved in a timely manner.
- ♦ Taking an active role in any departmental projects or key department objective.
- ♦ Set up new supplier accounts in the accounting system (JD Edwards R/9.1).
- ♦ Chase outstanding supplier credit by phone and email, alongside automatic reminders.
- ♦ Resolve supplier Finance queries, proactively working with other departments within the business and external contacts where required.

Name of Company PT. San Miguel Indonesia Foods and Beverages (FMCG Industry)
Designation Finance Analyst
Period of Work August 2005 – May 2007

Job Description:

- ♦ Prepare tax payments.
- ♦ Estimate and track tax returns.
- ♦ Complete quarterly and annual tax reports.
- ♦ Organize and update the company's tax database.
- ♦ Recommend tax strategies that align with business goals.
- ♦ Share financial data with the accounting department.
- ♦ Identify tax savings and suggest ways to increase profits.
- ♦ Follow industry trends and track changes related to taxes.
- ♦ Liaise with internal and external auditors for audit purpose.
- ♦ Forecast tax predictions to Finance Manager.
- ♦ Preparing tax statements through SAP FICO R/4.07 statements at required intervals
- ♦ Preparing for Tax Return related Withholding Tax, VAT-In, Tax Fiscal, income tax returns for audits using SAP FICO R/4.07.
- ♦ Monitoring import status due to import tax related tax treaty.
- ♦ Possessing strong knowledge of tax law and statutory regulations.

Name of Company PT. Jasukairian Indonesia (Garment and Textile Industry)
Designation Chief Accounting
Period of Work November 2001 – August 2005

Job Description:

- ♦ To handle and monitor all type of accounting activities.
- ♦ Preparing monthly financial statement.
- ♦ Daily collections and weekly cash flow analysis.
- ♦ Verifying and finalizing transactions.
- ♦ Perform general accounts analysis and reconciliations, including bank statements.
- ♦ Maintain records and prepares reports and correspondence related to the work.
- ♦ Maintaining Accounts Receivable/Payable ledgers.
- ♦ Completion of Bank Reconciliations.
- ♦ Preparation of fixed asset register, prepayments, accruals, wages and VAT reconciliation.
- ♦ Travel & Expense validation to ensure that employees are compliant with their submission.
- ♦ Ensuring all processes and procedures are constantly reviewed, documented and updated.
- ♦ Process vendor invoice in a timely and accurate manner.
- ♦ Ensure discrepancies are reviewed researched and closed.
- ♦ Coding invoices with vendor and general ledger code numbers accurately.
- ♦ Dealing with accounts payable inquiries from vendors.

Name of Company Peters, Taufik and Partners (Audit Industry)
Designation Assistant Auditor
Period of Work January 2001 – October 2001

Job Description:

- ♦ Assist Auditor in developing audit plan, budget and timelines for assigned project.
- ♦ Provide assistance to Auditor to complete annual audits within pre-set deadlines.
- ♦ Develop audit scope and audit program for assigned project.
- ♦ Provide updates to Auditor about project status on regular basis.
- ♦ Develop audit reports including results, conclusions and recommendations.
- ♦ Detect internal control deficiencies and recommend necessary corrective measures.
- ♦ Ensure that previous years' audit recommendations are implemented and errors are resolved properly.
- ♦ Perform audit activities in accordance with company policies and procedures.
- ♦ Knowledge and analytical mind-set to audit client financials.
- ♦ Transactions and internal control processes.
- ♦ Perform a variety of assurance and testing work for a portfolio of diversified clients in different industries.

Name of Company PT. Jasa Forum Paraduta Architect (Consultant Industry)
Designation Administration Staff
Period of Work January 1995 – August 1997

Job Description:

- ♦ Make daily reports.
- ♦ Make weekly reports.
- ♦ Make monthly reports.
- ♦ Reporting monthly corporate income tax article 21.
- ♦ Reporting the monthly income tax article 21 employees.
- ♦ Reporting monthly corporate income tax article 23.
- ♦ Report the monthly Domestic VAT tax working on photocopies of architectural designs.
- ♦ Answering the phone, setting up a meeting room.

PROFESSIONAL SKILL

