



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

## **CAREER SUMMARY**

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

### **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.

|                        |   |
|------------------------|---|
| <b>Name of Company</b> | <b>JOB Pertamina PetroChina Salawati (Oil and Gas Industry)</b> |
| <b>Designation</b>     | <b>Operating Accounting Officer</b>                             |
| <b>Period of Work</b>  | <b>April 2018 – April 2020</b>                                  |

### **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**  
**Designation**  
**Period of Work**

**JOB Pertamina PetroChina Salawati (Oil and Gas Industry)**  
**Field Accounting Officer**  
**July 2008 – March 2018**

**Job Description:**

- ♦ Checking all vendor invoices received are correctly addressed and include the relevant VAT details before scanning over to the processing team in Jakarta within required timelines.
- ♦ Monitoring vendor invoices through the Purchase Order matching process and appropriate approval flows to ensure they are fully approved for payment within agreed payment terms.
- ♦ Supporting the processing team in Jakarta with invoice queries/issues and communicating with the vendor or business contact where required.
- ♦ Making payment of all vendor invoices through JD Edwards R/9.1 Financial Statement.
- ♦ Ensuring all payments and refunds on bank statement which relate to AP transactions are reflected in the AP ledger on a timely basis and within the appropriate financial period.
- ♦ Compiling weekly AP payment forecast.
- ♦ Reconciling vendor statements.
- ♦ Processing high volumes of invoices to payment.
- ♦ End to end management of allocated suppliers to ensure invoices are paid on time.
- ♦ Deal with supplier / internal complaints efficiently.
- ♦ Raising appropriate documentation and sending to suppliers.
- ♦ Resolve queries in a timely fashion, following internal procedures.

**Name of Company**  
**Designation**  
**Period of Work**

**PT. Aldina Wisata Nusakarya (Hospitality Industry)**  
**Accounting Supervisor**  
**June 2007 – July 2008**

**Job Description:**

- ♦ Produce month end and year end journals along with the reconciliation of ledger accounts.
- ♦ Analyse financial information to assist business profitability and growth.
- ♦ Preparation of reports on debtors and creditors - carrying out analysis on those balances.
- ♦ Produce financial statements including P&L accounts, cash flows, and variance analysis.
- ♦ Review accounting processes and practices and improve where necessary to ensure efficient financial operations using Accpacc accounting system.
- ♦ Liaise with Operations to ensure Stock in/out movement is correct before payments are authorized.
- ♦ Responsible for company's purchase approval process.
- ♦ Prepare consolidated financial reporting using Accpacc accounting system.
- ♦ Ensure an accurate and timely monthly, quarterly and year end close reporting financial information.
- ♦ Produce reports and schedules with relevant analysis of accounts.
- ♦ Completion of balance sheet reconciliations using Accpacc accounting system.
- ♦ Use of professional accounting concepts and internal company policies to solve complex accounting issues including the maintenance of internal controls.
- ♦ Provide appropriate accounting support across the business.
- ♦ Development and implementation of new procedures and features to enhance the workflow of the function (continuous improvement).
- ♦ Build and maintain client relationships, responding to queries / questions in a timely manner.

**Name of Company**  
**Designation**  
**Period of Work**

**PT. San Miguel Indonesia Foods and Beverages (FMCG Industry)**  
**Finance Analyst**  
**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**  
**Designation**  
**Period of Work**

**PT. Jasukairian Indonesia (Garment and Textile Industry)**  
**Chief Accounting**  
**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**  
**Designation**  
**Period of Work**

**Peters, Taufik and Partners (Audit Industry)**  
**Assistant Auditor**  
**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**  
**Designation**  
**Period of Work**

**PT. Jasa Forum Paraduta Architect (Consultant Industry)**  
**Administration Staff**  
**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.

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**PROFESSIONAL SKILL**

