
Adrianus Steffan Purukan,

B.B.A. (Acc.)

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Email Address: adrianussteffan@gmail.com

LinkedIn: <https://sg.linkedin.com/pub/adrianus-steffan/80/5a6/461>

“ A driven and passionate working professional with good interpersonal and organizational skills, and the versatility to be exposed to different functions of a company.

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EDUCATION

National University of Singapore (NUS), Singapore

Aug 2010 – Jul 2014

- Bachelor of Business Administration (Accountancy) degree

London School of Business and Finance, Singapore

Jan 2013 – Jun 2013

- Non-degree educational programme in Finance

Canisius College Jakarta, Indonesia

Jul 2007 – Jul 2010

- Tertiary Education Level in Indonesia
- Qualification: Indonesian High School National Examination

PROFESSIONAL MEMBERSHIP

Associate Member of Chartered Accountants (Singapore) – ISCA Singapore

- Membership ID: 714399
- Passed all accounting papers
- In-progress of attaining C.A. (Singapore) designation (expected to be conferred by Dec' 2019)

Chartered Financial Analyst (CFA) – CFA Institute

- Membership ID: 6998842

ACHIEVEMENTS AND REWARDS

Canisius College Jakarta, Indonesia

- *Magna Cum Laude* (Higher Distinction) for Indonesian High School National Examination May 2010

WORK EXPERIENCE

CJ & M Ltd – Norfolk, United Kingdom

Feb 2017 – Present

Operations Executive (part time)

A family-owned trading company established in February 2017. We are the sole trader for Martha Tilaar brand in Europe and United Kingdom.

Scope:

- Managing professional communication with the stakeholders
- Establishing company's operation and marketing
- Preparing budget and setting the profit margin (FP&A)

PKF-CAP LLP – Singapore

Jan 2016 – Present

Audit and Assurance - Associate (Jan'16 to Jul'16)
- Experienced Associate (Jul'16 to present)

Scope:

- Performed due diligence on new clients
- Performed special audit to assist Merger and Acquisitions (M&A) process
- Performed analytical review and highlight significant movement and changes in control
- Investigated any unusual movements in their accounts and communicated any issues with client
- Testing the companies' controls to ensure that all risks are mitigated
- Drafted financial reporting statements in accordance with Singapore FRS and Singapore Standards on Auditing

Ng, Lee & Associates – DFK, Singapore

May 2013 – Jul 2013

Audit Intern

Scope:

- Vouched clients' documents to measure the strengths and weaknesses in their internal control
- Reconciled clients' bank statement to ensure everything was correctly recorded in current year
- Prepared confirmation letters (payables and receivables) to clients

Stephenson Smart & Co., Norfolk, United Kingdom

Dec 2012 – Jan 2013

Auditor Assistant (Internship)

Scope:

- Prepared accounts for client
- Reconciled bank statement to examine if any differences occurred
- Verified and analysed company's revenue and expenses
- Verified clients' tax returns

ORGANIZATIONAL AND COMMITTEE EXPERIENCE

AIESEC in NUS, Singapore

Aug 2011 – Jul 2012

Youth Marketing Director

- Computed monthly budget to avoid excessive expenditures
- Conducted marketing research to improve the organization's branding
- Built cross-departments relationship by organizing outdoor events
- Set monthly KPI (Key Performance Indicator) to examine sales performance

VOLUNTARY TEAM PROJECTS

- Teaching young children in Poznan, Poland, about Asian culture, native songs, and dishes
- Embraced young community in Mauritius and raised awareness about HIV/AIDS and personal hygiene

SKILLS

- Languages proficiency: Bahasa Indonesia (native), English (professional), and Mandarin (basic)
 - IT proficiency: Microsoft Office (Excel, Word, Power Point), Bloomberg Terminal
 - Financial skills: Forex trading, financial modeling (Discounted Cash Flow, Accretion/Dilution)
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