



Nuky Wahyu
Irhamna
Office Manager

Skills

| | |
|-------------------|------------------------|
| Accounting | <div><div></div></div> |
| Finance | <div><div></div></div> |
| Communication | <div><div></div></div> |
| Problem Solving | <div><div></div></div> |
| Technical | <div><div></div></div> |
| Management | <div><div></div></div> |
| Critical Thinking | <div><div></div></div> |

Technical Tools

- VAT, WHT, E-SPT
- Corepass – Reimbursement & Sales system
- Java EIS – Purchasing System
- Navision – Accounting System
- SAP – Accounting System
- Maconomy – Staff, Accounting System
- Zahir – Accounting System

Training & Course

- EF English Intermediete | 2017
- Taxes brevet A & B – FEUI (UI) | 2013
- EF Intermediete In house | 2012
- Courses (Ms Office) – Executrain | 2007
- Courses (English, Japanesse) – AIC | 2007
- Trainee VAT update – Formasi | 2007

Language

- Indonesian native speaker
- Fluent spoken and written in English
- Basic spoken and written in Japan

About Me

I am a highly motivated and result driven manager, proud with my cash flow monitoring's skill, and good in administration parts.

Having the ability to handle complex assignment effectively, efficiently, and have the confidence to work as part of a team or independently.

I am looking for suitable opportunity with a forward-thinking company where I can deliver and achieve my potential.

Contact



+62 813 13588181



nukyirhamna@gmail.com



<https://linkedin.com/in/nukywahyuirhamna>

ACHIEVEMENT

- Team leader for Covid emergency hospitals construction in both Galang Batam and Simprug Jakarta | **Marketing Supervisor – Wika Modular Division (2020)**
- Tax exemption upon unendorsed (on arrival) excess products from Batam to Jakarta | **Marketing Supervisor – Wika Modular Division (2020)**
- Won the case in court over 10 years back audit dispute, improving the bookkeeping, taxes, overall administrative duties | **Finance & Accounting Manager – CLS Argos Indonesia (2014-2018)**
- Establish company legal entities including setting up proper office building from virtual office | **Office Manager – Cohn & Wolfe XPR (2013-2014)**
- Improve PnL balance from negative into positive | **Office Manager – Cohn & Wolfe XPR (2013-2014)**

EDUCATION

Bachelor of Accounting
2012 | *STIE Dharma Bumiputera*

Human Resource Planning Consultant

2022 – Present | Bumi Intan Grha

- HR planning, including but not limited to recruitment & selection, HR functions development (SOP, company policies, contracts, appraisal)
- Advisory services regarding HR strategic

Marketing Supervisor

2020 – 2021 | WiKa – Modular Division

- Supervising marketing team activities
- Create opportunity and initiating a sale
- Construction project onsite team lead

Office Manager

2019 | Pegasus Tech Ventures

- Establish and manage Jakarta Branch Office by organizing operations, procedure, payroll, conduct tax report, review and approve supply requisition, monitoring team, report weekly to HQ.
- Process dissolution and establishment of PT. Fenox, and analyzing issues related with it.
- Secure delegation team from startup world cup competitions, attendees, oversee, manage, secure partners, sponsors, startup applications

Finance & Accounting Manager

2014 – 2018 | CLS Argos Indonesia

- Responsible for improving the company's cash flow and reducing its arrears by keeping accurate records and ensuring payments are received on time (Reporting to the HQ controller)
- Create SOP for payments controls and cash managements
- Giving approval, advise, guidance and support to each division
- Reporting monthly, quarterly, for budgeting, P&L, Taxes, Forecast, closing process
- Manage and control team to achieve their KPI's

Office Manager

2013 – 2014 | Cohn & Wolfe XPR

- Act as of the company assign to do, such as Accounting manager, HR Manager, Tax Manager, Legal Manager
- To improve and to reduce the company's arrears by keeping accurate records and ensuring payments are received on time and administration materials
- Manage taxes, accounting circle, AP&AR, treasury, control budget, DN/ CN, invoicing, payroll, closing process, reporting
- HR / General Affair
- Liaise the legal for the expat working in Indonesia/formalities staff/ company, daily expenses/ journal, hiring, create employee agreement/ SOP

Finance & Accounting Staff

2007 – 2013 | Sodexo Motivation Solutions Indonesia

- Input daily transaction into NAVISION and Reimbursement using Corepass, reconcile
- Prepare for audit, filling, invoice to clients, tax reconcile, payroll/ execute it/ transfer
- Daily treasury control (petty cash, advance, cash sales, time deposit)
- Prepare Tax, bank, time deposit reconciliation, journal AP, AR, payments, TA and Trademark, all expenses

Purchasing Staff

2006 – 2007 | Sodexo Indonesia

- Receive PR from all site and jkt, find quotation, and create PO, coordinate shipment with logistic
- Loading receiving goods, check validation/ expiry date, inventory shirt, shoes etc (material needed for the crew), stationary and all equipments. Stock taking, monthly report for all transactions

Front Office / Receptionist

2006 | Sodexo Indonesia

- Managing calls, create in daily database. Assist / administrative for all Department

Manager

2001 – 2003 | Isola Bella

- HR and GA related role such as hiring staff, supervising, manage organization, create SOP, payroll management, monthly closing report
- Responsible in customer relation management and strategic customer engagement concept

Self Employed

2003 – present

- **Tax Consultant** for Velocity Energy Pte Ltd. Hybrid in tax areas, including tax advisory (financial transaction exposures, risk analysis, ensuring the compliance to tax regulations), monthly tax compliances (preparing and filing client periodic tax Return) | 2022
- **Founder** of @KitaSukaAlaNuky bread and cookies Instagram online store | 2021-present
- **Founder** of @DapoerEyangWawel home cooking Instagram online store | 2021-present
- **Founder** of Kantin EyangWawel offline store for @KitaSukaAlaNuky and @DapoerEyangWawel | 2021-present
- **Freelance Financial Consultant.** I give advises or do jobs related to taxes, accounting, administration (creating business/financial SOP, agreements, contracts, etc) | 2018-present
- **Founder** of @LaparMataDong cloth and apparel Instagram online store | 2018-present
- Maintain content for travel agent including selling/promote the programs day by day through social media | 2018-2019
- **Dance Choreographer** and **Personal Trainer** for live performance event | 2003-2006