

CURRICULUM VITAE

Mikael Rafael Then Albert Dickens, SE

2019

PERSONALITIES



Angsana VI No 11B, Duri Kepa Jakarta Selatan 11510

0812-8820-1212/ (021) 5687863

Albert_Dickens@yahoo.com

November 25th, 1979

Male

Catholic Roman

170 cms/ 78 kgs

EDUCATION

Tarumanagara University

1998 - 2003

Bachelor of Economic

SMUK SANG TIMUR

1995 - 1998

Natural Science

EXPERIENCE

OPERATIONAL INFRASTRUCTURE & SUPPORT SUPERVISION

| Atma Jaya University

May 02th, 2017 – January 31th, 2019

Responsibility

- Review Fixed Asset purchasing
- Fixed asset data maintain through Oracle application
- Fixed asset data maintain through Asset Management Tracking System application
- Barcode labelling to fixed asset.
- Working Instruction review support
- Flowchart procedure review support

QUALITY SYSTEM OFFICER

| Bina Nusantara University

July 15th, 2015 – July 30th, 2016

Responsibility

- Review Form
- Review Working Instruction
- Review Procedure
- Maintain form, working instruction, and procedure online database
- Meet with process owners and end user to define business, operations, and information flow.
- Perform and complete other tasks as assigned by QMC Section Head
- Coordinate trainings related Quality Management both for internal and external parties.

INTERNAL AUDITOR

| JS Multi Collection Retail Group

July 26th, 2010 – June 13th, 2015

Responsibility

- Audit and report payroll
- Audit and report expense
- Cash opname
- Audit fixed asset
- Arrange schedule for stock opname.
- Process stock opname data (by Foxpro and Crystall report)
- Stock opname and provide stock opname report

ACCOUNTANT

| PT Indo JB Untung Bersama

September 14th, 2005 – April 24th, 2009

Responsibility

- Provide monthly AR repot
- Provide monthly AP repot
- Provide monthly commision repot
- Provide monthly sales repot
- Provide monthly trading jewelry repot
- Perform and complete other tasks as assigned by Accounting Manager

ACCOUNTANT

| Bengawan Solo Coffee

October 1th, 2003 – July 15th, 2005

Responsibility

- deposit daily revenue from outlet to bank and provide daily sales report
- Ingredient audit and provide daily ingredient audit report
- Support ingredient and equipment stock to outlet
- Interview outlet employee for the differences ingredient and equipment stock from audit report

SKILLS & ABILITIES

- ☐ Good Team Work
- ☐ Manage System Procedure
- ☐ Coaching
- ☐ Analytical and Development
- ☐ Data Manager
- ☐ Software Program : Microsoft Office VISIO, Word, Excel, Power Point, Oracle, AMTS

TRAINING

- 2018 Quality Management System ISO 9001 : 2015 Interpretation and Internal Audit training
- 2011 Agency License Certificate (Marketing) in PT Prudential Life Assurance
- 2005 Saturday School development Certificate (religion) in Katedral Church
- 2003 General English (Language) in Lembaga Bahasa & Pendidikan Profesional LIA
- 2001 Youth Leadership Training (leadership) in Cisarua

2001 National Accountant Seminar (Accounting) in Tarumanagara University
1999 Tarumanagara English Club Open Tournament

COMMUNICATION

Manage data is part most important by bussiness. Data means be communication in Company via presentation in meeting with member of team.

LEADERSHIP

- Team Leader Audit Staff in PT JS Collection
- Team Leader in Bina Iman Remaja's Group
- Team Leader in Mudika's Group

Quote

“ A boss says, Go!

A Leader Says, Let's Go ! “

E.M. Kelly

REFERENCES

Hengky Kusuma, PT Multi JS Collection

Contact Information : 0858-1018-4464