



## **AIEREEN LEE, S.E, M.H,** **Finance, Accounting & Taxation**

Place/ Date of Birth: Medan, 01 February 1975

Marital status : Married

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Jl.Letnan Sutopo, gd.Timur Lengkong BSD City – Tangsel

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Organisation : Lion Club & Komunitas Pajak Indonesia

## **Profile**

I started my career 24 years ago in some local and multinational companies with variant business where I learned performed full-cycle accounting duties, designed accounting –finance procedure, project cost accounting, reviewed budgeting and forecasting on monthly basic and annual basic, supervised accounting and finance team, and actively collaborated with inter division and project site.

Direct Involving in Finance, accounting, Indonesia taxation, and Legal administration in my career bring me to work in variety of senior management position in multinational companies. As a result I'm able hone an extensive career of experience with unique approach and collaborate to build the team & liaise with the shareholder, government, clients, & vendors.

Currently, I was re-managing finance and accounting system, Accounting system migration and re-arranging finance and accounting team.

## **Achievement**

### **1. Jun 2020 - Jan 2021 PT. Aura Cantik (Jakarta Duty Free)** **Project Accounting System, Procedure & System Migration**

- Revamped the accounting system, which ended up in increased efficiency in handling accounting controls.
- Stayed within budget for petty cash disbursement & Operational expense during project period
- Successfully implemented a financial accounting system, which proved to be 90% more efficient than the one already being followed.
- Successfully Created & Implemented payment procedure
- Planned and executed a financial trends analysis workshop, to provide finance staff with insight into the concept.
- Partnered with relevant managers and department heads within the organization, resulting in increased comprehension about the financial system.

## **EDUCATION & KNOWLEDGE**

- Master Of International Business Law – Universitas Internasional Batam Graduate in 2018
- Bachelor in Accounting, S.T.I.E Harapan Medan Graduated in 1999
- Brevet A , Brevet B & Brevet C , Kantor Pelayanan Pajak Medan Timur 2002
- Brevet A – B IAI Jakarta 2018
- Brever C - IAI Jakarta
- USKP

## **SKILL**

- Leadership - expert
- Negotiation -skillfull
- Communication skill
- Problem solving – skillfull
- Conflict Resolution – Skillfull
- Selft motivation – expert
- Critical thinking & problem solving- skill full
- Adaptability – expert
- Ability to work under pressure = skillfull
- Teamwork – expert
- Fast leaner –skillfull
- Interpersonal communication – expert
- Decision making -skillfull

## **COMPUTER KNOWLEDGE**

- Ms. Exel – Level Advance
- Ms. Word – Level Advance
- Microsoft PowerPoint
- ERP Navision System
- Accurate System
- SAP
- Easy 5
- My Talent

## **LANGUAGE**

- Mandarin (passive )
- English (active )

- Reconciled a particularly difficult to manage entry, which had been in a state of limbo for over four weeks.
- Decreased the time it took to manage payables for year-end closings, by a staggering 75%.
- Successful to managed Stock item problem during 3 months .

2. May 2020 - Jan 2021 (WHF) - PT.Sepuluh Sumber Anugerah

**Project Cost controller - Project PLTU JEL Batang**

- Successfully implemented a Cost control system,
- Risk Management review to obtaining the top Management target
- Achieved the dateline schedule for Project Costing Report and invoicing target(progress reporting to completion project)
- Managed Insurance bond for Retention
- Perform analysis on product cost, variances, labor & productivity efficiencies, inventory & COGS while providing recommendations to management highlighting improvement opportunities and/or risks
- Develop cost standards for material, labor & overhead, establish labor & overhead rates and assisting with plant BOMs & routings
- Monitor & analyze inventory & related reserves & variances, cost of goods & product cost transactions
- Participate in the performance of the sites annual physical inventory & subsequent reconciliation of same and monitor ongoing operational cycle counts
- Perform analysis of assigned activities & develop new reporting and analytical tools to improve the efficiency and effectiveness of the plant's performance
- Project Cost controller - Project SJI Tumenggung
- implemented cost controls system as per project requirement
- accomplish Negotiation with the potential sub contractor & vendor
- Perform analysis on product cost, variances, labor & productivity efficiencies, inventory & COGS while providing recommendations to management highlighting improvement opportunities and/or risks
- Develop cost standards for material, labor & overhead, establish labor & overhead rates and assisting with plant BOMs & routings
- Successful to Monitor & analyze inventory & related reserves & variances, cost of goods & product cost transactions
- performance of the sites annual physical inventory & subsequent reconciliation of same and monitor ongoing operational cycle counts
- Perform analysis of assigned activities & develop new reporting and analytical tools to improve the efficiency and effectiveness of the plant's performance

3. Oct 2019 - Jan 2020 - PT. Mitra Permai Lestari

**Accounting System Migration**

- Succesfull completed the process of Accouting software
- Successfully implemented a new accounting & financial accounting system,

4. Jan 2019 - Sep 2020 - PT. Tinkersbell Permata Indah

**Setup Company Accounting System**

- Created company accounting strategy and Tax Planning
- Completed designing & creating accounting system
- Completed Company established process
- Completed Payment procedure
- Setup Accounting Software

5. 2017 - Jan 2019 - PT.VSL Jaya Indonesia (bougyues Group)

**Re-setup Project Costing & Re managing Accounting & Finance Team**

- decreased overhead costs by 60% and 30 % of every Project cost , by implementing a core budget system, aimed at curtailing company costs.
- Successfully implemented a financial accounting system, which proved to be 75% more efficient than the one already being followed.
- Introduced a discrepancy management system, resulting in a 75% decrease in discrepancies in accounting entries.
- implemented a detailed risk analysis system, aimed at assessing potential clients and vendors and any repercussions that may arise.
- Planned and executed a financial tends analysis workshop, to provide finance staff with insight into the concept.
- Partnered with relevant managers and department heads within the organization, resulting in increased comprehension about the financial system.
- Successful to solve the tax audit issue and restatement Project Fixed assets
- Decreased the time it took to manage accounts receivables and payables for year-end closings, by a staggering 75%.
- Settled Project Invoicing issue which related with Project status and client approval
- Obtained credit facility and implemented insurance bond system to vendors

# Employment History

Mar 2020 – Jan 2021

**CFO at PT.Sepuluh Sumber Anugerah – EPC & General Subcontractor**

**Serang - Banten**

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## General Task

- Lead finance and accounting team for validating transaction, recording transaction, and preparing report to support management in making business decision
- Manage the financial planning (monthly, quarterly and annually) to local management, local shareholder and regional
- Maintain high quality accounting record and liaise with external and internal auditors
- Delivery of timely, accurate and relevant management reporting.
- Maintain relationship with the bankers & Tax Officer
- Maintain relationship with suppliers and Clients
- Design a new work flow to team
- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Adherence to local and international statutory requirements and communicating it to the head office as well.
- Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
- Responsible for risk management and contract reviews.
- Responsible for process improvement and internal control implementation.
- Maintains accounting controls by establishing a chart of accounts, defining accounting policies and procedures.
- Introduction and implementation of cost saving initiatives which will impact the bottom line of the business.
- Working closely with construction and project team regarding the finance issue Perform analysis on product cost, variances, labor & productivity efficiencies, inventory & COGS while providing recommendations to management highlighting improvement opportunities and/or risks
- Develop cost standards for material, labor & overhead, establish labor & overhead rates and assisting with plant BOMs & routings
- Monitor & analyze inventory & related reserves & variances, cost of goods & product cost transactions
- Participate in the performance of the sites annual physical inventory & subsequent reconciliation of same and monitor ongoing operational cycle counts
- Identify and drive cost reductions, working capital opportunities and manufacturing productivity improvements

## Reporting Management

- Constructing weekly and monthly internal reports, with detailed commentary around commercial implications.
- Project Status Report (Invoicing)
- Completion Project Reporting ( Costing)
- Financial Report

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- Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
- Responsible for risk management and contract reviews. Responsible for process improvement and internal control implementation.
- Maintains accounting controls by establishing a chart of accounts, defining accounting policies and procedures.
- Introduction and implementation of cost saving initiatives which will impact the bottom line of the business.
- Working closely with construction and project team regarding the finance issue

**Management Reporting**

- Perform monthly Financial Reporting
- Shareholder Reporting per monthly basic & quarterly basic to explain the Plan and actual
- Regional Reporting per quarterly
- Quarterly budgeting

**Legal & Administration Management**

- Review and coordinate with notary (Lawfirm ) for company legal document.
- Prepare Bank Indonesia reporting for foreign Exchange pertaining to export.
- Prepare and arrange the expat work permits and Visa
- Record and filling all the company legal document.
- Negotiated contract with vendors (subcontractor)
- Review and compile employee claim expenses reimbursement
- Arrange the travel document for the traveler
- Negotiate with vendor for office stationary, facility and Maintenance materials
- Assist Facility and Maintenance department

- Prepared and submitted monthly report of Purchase order progress.
- Prepared and submitted monthly comparison price of the Goods Purchased for administration, Facility & maintenance.
- Perform Indonesia Investment Coordination Board (BKPM) reporting per semester.

#### **Security Management**

- **Review security performance**
- **Involved to create a new security system ( with Asia Pacific Security manager )**
- **Perform in door Access system**

#### **Management Reporting**

- Perform monthly reporting for the admin expense and cost
- Perform monthly and quarterly reporting for security management and Administration & legal reporting to HQ

**Mar 2013 – Mar 2016**

**Finance Manager at PT.Profab Indonesia – Fabrication  
Batam Island**

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#### **Finance & Accounting Rules**

- Perform monthly reporting
- Prepare and ensure that the month end closing related reports and schedules are submitted on a timely manner
- Provide financial accounting support and analysis to business units
- Assist in the annual budgeting and forecasting processes
- Ensure that all company balances and transactions are properly reconciled on a monthly Basis
- Ensure that all vendor SOA match with the book record
- Bank Indonesia Reporting pertaining the export value and foreign exchange
- Prepare and submit WHT tax to vendor
- Other ad hoc assignments
- Plan payment to vendor
- Liaise with vendor for payment schedule

#### **Statutory Reporting**

- Assist in year-end statutory audit and prepare audited reports
- Liaise with external auditors on audit matters
- Liaise with tax agents on corporate income tax return matters
- Management Reporting
- Perform monthly reporting cashflow plan vs actual
- Perform Quarterly reporting financial statement
- Perform quarterly cashflow plan and actual
- Perform annual budgeting
- Presentation company's financial report ( Financial statement, cashflow, tax planning, project cost contract).

## **System & Project costing**

- Involved and assist in system upgrade to ensure smooth migration of financial data from Navision 2009 to Navision 2013
- Involved and assist in system upgrade machine attendance migration data to Biostar
- Involved in Bidding and review for Gate security system and machine attendance

**Feb 2012 – Feb 2013**

**Accounting Manager at PT. Tunas Karya Indoswasta – Manpower Supply & Industrial Relationship  
Batam Island**

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### **Accounting Rules**

- Perform monthly reporting
- Prepare and ensure that the month end closing related reports and schedules are submitted on a timely manner
- Provide financial accounting support and analysis to business units
- Assist in the annual budgeting and forecasting processes
- Ensure that all company balances and transactions are properly reconciled on a monthly Basis
- Prepare and submit WHT tax to vendor
- Other ad hoc assignments

### **Statutory Reporting**

- Assist in year-end statutory audit and prepare audited reports
- Liaise with external auditors on audit matters
- Liaise with tax agents on corporate income tax return matters

### **Management reporting**

- Provide monthly variance analysis of all balance sheets accounts
- Following up law issue – PKPU case
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2011 – 2012

**Finance, Accounting & Tax Manager at MAS group – General Contractor, property & Developer & Mining  
Batam Island**

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### **General Ledger Maintenance**

- Prepare SG&A transactions and ensure all records are properly recognize in the book
- Provide variance analysis & attending monthly review meeting
- Submit financial reports on timely basis
- Submit Balance Sheet schedules & reconciliations
- Perform bank reconciliations and ensure bank recon items are resolve in subsequent month
- Perform Department of Statistics survey submission

**Management Reporting**

- Perform Reconcile & Compile Revenue transactions and ensure all records are properly recognize in the book from all the business unit reporting.
- Provide analysis support for financial review purpose & attending monthly review meeting
- Monthly financial reporting

**Fixed Asset Management**

Recognize fixed assets activities including preparation of fixed assets movement report to support management analysis

**Accounting Software System & Project**

Involved and assist in system migration to ensure smooth migration of financial data from Accurate system

2010-2011

**Assistanf Tax & Accounting Manager at Cosmic Indonesia (Hin-Hin Group) – Trading MGO & MFO  
Batam Island**

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***General Task***

- Provide variance analysis & financial report for monthly review meeting
- Prepare Balance Sheet schedules & bank reconciliations
- Prepare WHT returns & Department of Statistics survey for manager review and filing
- Liaise with external auditors
- Assist annual budget

***Fixed Assets Management***

- Recognize fixed assets activities including preparation of fixed assets movement report to support management analysis

2000 - 2010

**Chief Accounting at Hadi Baru ,PT - Manufacturing and Exporter of Crumb Rubber  
Medan & Malaysia**

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**Responsibilities*****General Task***

- Prepare intercompany, accruals, amortization journals and ensure all records are properly recognize in the book
- Submit Balance Sheet schedules & reconciliations
- Perform bank reconciliations and ensure bank recon items are resolve in subsequent month
- Work with AP & AR teams to resolve issues
- Work with capital accountant to resolve CAPEX issues and initiate improvements
- Prepare VAT tax reporting & Tax refund
- Support Statutory & Tax teams in the annual statutory audit process & assist in compliance to local statutory regulations



1997 - 1999

**Jr Chief Accounting at PUSTAKA BENUA ,PT** - General trader and stationary distributor  
**Medan**

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***General Task***

- Prepare intercompany, accruals, amortization journals and ensure all records are properly recognize in the book
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- Work with AP & AR teams to resolve issues
- Prepare VAT tax reporting & Tax refund and Support Statutory & Tax teams in the annual statutory audit process & assist in compliance to local statutory regulations

1995 – 1997

**Asisitant Marketing Manager at Megadata ,CV**– General Trading for Software & *Hardware*  
**Medan**

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***General Task***

- Assist to prepare Weekly & Monthly Sales reporting
- Assist Marketing manager to prepare Sales target
- Issue Sales Invoice
- AP Collection

1994 - 1995

**Secretary & Admin at MUSIM MAS .PT**– Plantation  
**Pekan Baru**

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***General Task***

- Prepare Meeting Schedule
- Note minute of Meeting
- Arrange and manage Meeting Schedule of GM

## **Other Activity**

**Jun 2020 – Jan 2020**

**PT.Aura Cantik – NAV system migration & Setup Accounting system**

1. Re-setup accounting and payment procedure
2. NAV System Setup & Implementation
3. Account payable Reconciliation
4. Accounting system and chart

**Jan 2020 – Present**

**Wola Design Studio      Accounting, HR and Tax Advisor**

1. Review data accounting
2. Tax Planning
3. Compile financial Statement
4. Annual Year Tax Preparation & Tax Filling

**Aug 2019 – Jan 2020**

**PT.Mitra Permai Lestari**

**Head Of Finance, Accounting & Tax Department (Project Base - 6 Months)**

1. Reorganized Accounting and Finance system
2. Tax Planning for 2020
3. Business Analyst for new Investment company.
4. Project manager of Accounting Migration System from manual to Easy.
5. Solved the tax audit for 2018Y Book.

**Feb 2019 – July 2019**

**PT.Tinkersbel Permata Indah**

**Finance, Accounting & Tax Advisor ( Project Base)**

1. Set up Company Establish (Process Investment Coordinating Board/ BKPM to Tax Register)
2. Set Up Accounting & Financial System.
3. Set up Accounting Tax, Finance Team Flow Chart Team.
4. Tax Planning & Tax Strategy 2019
5. Budgeting 2019

**Feb 2017 – Sept 2017**

**Kebria Irana International PT. Jakarta**

**CFO (Contract – Temporary Replacement)**

1. Maintains accounting controls by establishing a chart of accounts, defining accounting policies and procedures.
2. Review data Audit 2016Y
3. Review data For Tax Filling
4. Solved Tax Audit for book Y 2016 (VAT restitution)

**2013 -2016**

**Campus Galileo Batam Lecture**

Subject :

Basic Accounting

Taxation A – B

Intermediate accounting

Budgeting

**2014 -2017**

**Wire Roping Consultant Batam - Tax consultant**

1. Prepare Financial Statement for tax purpose
2. Annual Year Tax Corporate tax
3. Prepare Annual year Employee tax.
4. Tax Planning & strategy

**2010-2011**

**PT.Logicom Solutions ( Computer Software and Hardware Distributor) Tax Consultant**

Prepare and Submit monthly Tax Reporting.

**2007-2011**

**PT.Valentino (Hospitality) – Accounting**

- Accounting
- Bookeeping
- Monthly Financial Reporting

