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RAFNI NOVIA

CURRICULUM VITAE

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Abasan Residence Singapadu

Gianyar Bali- Indonesia

Experience : 20Years

Education : Udayana University

Bachelor Degree Economic Accountancy

Nationality : Indonesia

EXPERIENCE

Finance Manager & Tax in PT.Silver Maiden International and Yayasan BAWA
Bali May 2016 – Now

- Preparing budget & cash flow forecast monthly and yearly and presentation to director.

- Prepare monthly & yearly cash flow. - Budget Plan by year - Manage Budget vs Actual - Control & review Profit & Loss,
- Balance Sheet & Depreciation. - Review purchase request raw material and accessories.
- Manage report Accounts receivable for Export & local sales. –
- Manage report Accounts payable -Manage accounting staff use system MYOB and ERP Mac, Excel.
- Review Rep commission in monthly basis - Prepare Bank reconciliation.
- Daily correspondence statement receivable by customer to Office Mgr in USA.
- Daily posted deposit payment by customer to bank account from overseas.
- Prepare and process payroll of employee in monthly basis.
- Prepare financial report for tax & e faktur for VAT in monthly basis.
- Manage personal expense of Director by bank and credit card.
- Make it plan and follow management meeting for planning and develop of company.

Finance Manager in Tour & Travel Portal Company / Central

Jakarta Jan 2014 – Mar 2016

- Preparing budget & cash flow forecast monthly and yearly and presentation to director.
- Monitoring and control budget version actual make sure lower not over budget.
- Preparing & create graphic and table revenue and expense monthly & yearly.
- Monitoring also create financial reporting such as profit & loss, balance sheet, general ledger.
- Active in advice for develop financial for company grow up also for solve problem relate with financial.
- Business relationship with third party such as bank, vendor, and develop contract for each third party.
- Develop financial reporting in accounting software & give training to finance staff AR & AP.
- Collaboration with IT manager & business develop. manager for develop integration B2B Online marketing with accounting software.
- Monitoring monthly sales report, analyst problem and give advice for solve problem.
- Preparing and make it tax calculation for corporate tax and income tax.
- Tax art 25, 29, art 21, 23, 26 also VAT.

Finance Controller

Furniture & Handy craft company | Jakarta Raya, Indonesia
Nov 2012 – Dec 2013

- Preparing budget & cash flow forecast monthly controlling budget vs actual for owner.
- Monitoring and control budget vs actual make sure lower not over budget.
- Preparing & create graphic and table revenue and expense monthly & yearly.
- Monitoring, controlling and checking financial reporting such as profit & loss, balance sheet, gl.
- Active in advice for develop financial for company grow up also for solve problem relate with financial.
- Develop financial reporting in accounting software & give training to accounting & finance staff.
- Controlling and give advice how to make it lower expense and increasing income.
- Monitoring monthly sales report, analyst problem and give advice for solve problem.
- Bank reconciliation and petty cash reconciliation ensure all correctly, accurate.
- Review it financial reporting for do reporting to tax office. Tax art 25, 29, art 21, 23, 26 also VAT.
- Ensure internal control compliance and management of the operational aspect of finance department

Finance & Administration Manager

Coral Triangle Center Foundation (CTC) | Bali, Indonesia

Dec 2011 – Oct 2012

- Budgeting plan for project and controlling budget vs actual.
- Preparing cash flow, forecast for project and company.
- Controlling and create financial report profit & loss, balance sheet, depreciation.
- Quarterly financial report to board & every funding with different form report with supporting document.
- Monitoring outstanding invoice AR and AP for project equipment.
- Visit to field for analyst preparing budget project collaborate with project manager.
- Controlling reimbursement claim project also travel.
- Manage and supervise finance and admin staff.
- Make it SOP for every division and develop Handbook for company.
- Review it any contract and agreement with third party, funding, vendor.
- Recruitment, interview for new staff and create employee contract.
- HR Job description: Payroll and benefit calculation for staff.
- Controlling and give financial advice for management and board in meeting.
- Review it financial reporting for do reporting to tax office. Tax art 25, 29, art 21, 23, 26 also VAT.
- Ensure internal control compliance and management of the operational aspect of finance department

Finance & Accounting Manager

Water & Stone IT Digital Agency company | Bali, Indonesia

Nov 2010 – Nov 2011

- Budgeting & control annual budget & cash flow.
- Controlling in finance (banking, invoice, payment, letter of credit, time deposit).
- Controlling invoice & partial payment from client (AR).
- Preparing costing project for every client.
- Make yearly graphic sales & revenue.

- Create financial report profit & loss, balance sheet, depreciation.
- Payroll & benefit calculation for employee and IT and Web developer contractor.
- Review it financial reporting for do reporting to tax office. Tax art 25, 29, art 21, 23, 26 also VAT.
- Controlling petty cash and purchasing.

Accounting Manager

PT. Starling Asia Management Consultancy| Bali, Indonesia
Jan 2008 – Oct 2010

- Budgeting plan project and report budget vs actual project.
- Controlling and reporting profit & loss, balance sheet, depreciation, ledger with Quick books.
- Financial reporting for every project with supporting document report to client.
- Create invoice and follow up AR for every client local and foreigner.
- Review it project reimbursement also travel reimbursement expense.
- Process fee payment for consultant also payroll for employee.
- Controlling in finance (banking, invoice, payment, letter of credit, time deposit).
- Review it financial reporting for do reporting to tax office. Tax art 25, 29, art 21, 23, 26 also VAT.
- Controlling petty cash and purchasing project manager for every project cost.
- Review it every contract or agreement with third party.

Accounting Manager

Hikari Ltd Garment Manufacture| Bali, Indonesia
Mar 2004 – Dec 2007

- Preparing financial reporting such as profit & loss, balance sheet, depreciation monthly & yearly.
- Preparing budget report & forecast.
- Follow up incoming order from customer overseas USA, Japan, Australia & dealing related with order.
- Preparing budget and costing sample and production.
- Control invoice and monitoring staff AR & AP also purchasing
- Find out and relationship with any vendor production good price material.
- Reviewing & scheduling payment accounts payable.
- Reviewing and monitoring costing production for every customer.
- Preparing and helping AR for chasing payment from customer.
- Reconcile invoice for shipment document.
- Payroll and benefit for production staff & office staff.

Office Manager

Allianz Management Consultancy| Bali, Indonesia
July 2000 – Feb 2004

- Manage staff an operational ensure internal control compliance and management compliance of the operational aspect.

- Preparing financial reporting such as profit & loss, balance sheet, depreciation monthly & yearly.
- Preparing budget and costing for every project, track actual cost.
- Preparing invoice for every client.
- Make it schedule training for instructor.
- Helping business development manager create module training.
- Make it fee calculation and operational cost training.
- Manage operational staff for preparing training class.
- Reviewing & scheduling payment accounts payable.
- Payroll and benefit for production staff & office staff.

EDUCATION & TRAINING

Udayana University

Bachelor's Degree (S1) in Economics Accountancy | Indonesia 1998- 2002

LP3I Denpasar-Bali

Private Tax A 2000- 2001

Allianz Management Consultancy

Training Self-Motivation and Grooming

USAID –Thailand Bangkok

Training Life Environmental – Management and Resources Environment with Sound Design
Budgeting, planning and reporting



Skills

Training & Course

- Private Tax A at LP3I University –Denpasar Bali
- Training Life of-Project Environmental Compliance and Environmentally Sound design and Management by USAID Bangkok

Skill:

Language : English language verbal and written, Indonesia.

Computer : Microsoft Office: Navition 2013, SAP



Accounting software:


