

Suhendra

Perum Kresek Indah Blok N II / 11 RT 003 RW 012, Duri Kosambi, Cengkareng
Jakarta Barat 11750

HP/WA: +62 878 88 709 777 WA +62 817 737 809 E-mail: Suhendraeli81@gmail.com

LinkedIn: <https://id.linkedin.com/in/suhendraeli>

Professional Profiles:

SUMMARY:

I am transitioning from a career in the auto industry and seeking a full-time role in the field of data analytics. Entry-level data analytics professional recently completed the Google Data Analytics Professional Certificate. Excellent understanding and proficiency of platforms of effective data analyses, including SQL, Spreadsheet, Tableau, and R.

Easily adaptable to any environment, able to work under pressure producing the required results. Have excellent planning, analytical and problem-solving skill.

CORE COMPETENCEIS:

Spreadsheet, Tableau, , Accurate, SQL.R language, SAP FICO Module, Financial Analysis, Finance, Financial Reporting, Financial Accounting, Leadership, Account Receivables,

Experience:

PT. Mutubeton Pratamamix, SPV Finance

Feb 2022 – present

Reviewing financial reports, monitoring accounts, and preparing financial forecasts and also investigate ways to improve profitability and analyze markets for business opportunities.

- Manage account payables and receivables activities in timely manner.
- Register all finance transactions accurately for future reference.
- Address financial issues and inquiries from internal and external customers.
- Supervise financial and accounting processes and ensure adherence to company.

PT BPR SARANA UTAMA MULTIDANA, Auditor staff

Jun 2021 – Feb 2022

Protects assets by planning and completing financial audits; identifying inadequate, inefficient, or ineffective internal controls; recommending improvements.

- Ensured compliance with established internal control procedures
- Verified assets and liabilities by comparing items to documentation.
- Completed audit work papers by documenting audit tests and findings.
- Appraised adequacy of internal control systems by completing audit questionnaires.
- Maintained internal control systems by updating audit programs and questionnaires; recommending new policies and procedures.
- Communicated audit findings by preparing a final report; discussing findings with auditees.

PT. TRITUNGGA AGUNG SEJAHTERA, Finance Staff

Feb 2017 – Jul 2020

Focus on optimization of the company's refund deposit, minimize cancellation of refund deposit from shipping company, prepare accounting process and prepare reimbursement PPH 23.

- Review and analysis of aging over 30 days Bill of Loading to collect EIR.
- Request repair and solve the damage container to shipping line.
- Monitor and review refund deposit to shipping line has already transfer to bank account.
- Prepare transaction journal entries.
- Prepare reimbursement PPH 23 to shipping Line and Depo Logistic

PT XL AXIATA,

Nov 2001 – Oct 2016

Supervisor Finance & Accounting

- Assisted actively in the monthly closing procedure and preparation of monthly management.
- Input and ensured the accuracy of the general ledger bookings and analysis of the movement of accounts.
- Prepared the journal entries (expenses, depreciation, accruals, and provisions).
- Researched any outstanding checks over 60/90 days and notify the customer if necessary.
- Distributed the departmental schedules, printed and checked the financial statements.

Projects:

- **Dec 2013** Design calculate Commission Sales Ratio by Automatically.
- **May 2013** Design E-Invoice for efficiency & effectiveness to reduced late invoices by automatically.

Gold Quest International Ltd.
Accounting & Finance
Apr 2000 – Nov 2001

- Prepare and finalize monthly corporate financial statements for corporate distribution.
- Participate in monthly, quarterly and annual closing processes ensuring timely completion.
- Of all general ledger postings and successful completion of all closing activities within.
- Record daily corporate cash receipts and maintain cash forecast management tool.
- Prepare adjusting and recurring journal entries for the month-end close process.

Inti Salim Corpora, Finance Analyst & Auditor
Auditor & Financial Analyst
Aug 1997 – Apr 2000

- Reconcile and compile financial statements from various databases to show project expenditures to date.
- Analyse, review and track bi-weekly financial reports.
- Process procurement responsibilities including: submitting required documentation to purchasing, tracking progress of orders and tracking material.
- Assist the Seniors and Managers with the different phases of an audit, from planning, to include audit programs, materiality determination, risk analysis, to fieldwork and preparation of the financial statement.
- Conducted risk analysis for all clients during the planning phase of the audit.
- If any legal requirements relevant to the audit were unclear, requested a written interpretation from the organization's management.
- Reviewed the policies and procedures for classifying net assets as unrestricted, temporarily restricted, or permanently restricted and the client's policy for classifying restrictions received and met in the same year.
- Reviewed client's permanent files in order to plan the current year audit, and completed the engagement letter that is to be sent out to commence the audit.

Education and Training

1998-2000	Borobudur University Jakarta Magister Management in Marketing.
1992-1997	Tarumanagara University Jakarta Economic in Accounting.
2010	High Impact Presentations by Dale Carnegie, Collection Negotiation Based on Legal Aspects by M Knows
2022	Google Data Analytics Specialization – Cousera online training.

Skills Familiar with:

Spreadsheet, Tableau, SQL.SAP module, Smart Client, CWX program, MS Office,
Visio, Alcar, ACL (Access/Audit) Command Language module.

Certificates:

Topics	Organized by	Date
Google Data Analytics Specialization	Coursera – Google	April 2022
Coaching & Mentoring	Business First	January 2014
Think on Your Feet	Business First	October 2012

Achievements:

Commission sales	Dec 2013
E-invoice	May 2013 – Dec 2013

References :

Rully	087887295189/0817737685	Former Co-workers
Benny Setiadi	0818725472	Former Co-workers
Rido Niko W	087876157899	Former - Manager