

# Hermawan

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## PROFESSIONAL SUMMARY

Finance professional with over 9 years of experience in Accounts Payable and financial operations within fast-paced retail environments, particularly in consumer goods, lifestyle, fashion, and emerging sectors like electric vehicles (EVs). Proven expertise in managing end-to-end accounts payable operations, leading teams, enhancing workflow efficiencies, and implementing system improvements that significantly reduce processing time and improve cash flow management. Skilled in cross-functional collaboration with Accounting, Accounts Receivable, Tax, Treasury, and Product Management to support accurate financial closing and strategic decision-making. Possesses a strong foundation in accounting and data analytics, with a passion for driving process improvement and digital transformation in finance.

## PROFESSIONAL EXPERIENCE

### **Finance Supervisor – PT Sinar Eka Selaras Tbk (*Erajaya Group Companies*)**

*October 2023 – Present*

- Managed end-to-end Accounts Payable operations for major vendors, accessories, lifestyle, fashion, and EV, covering invoice validation, payment, and credit memo processing.
- Led and supervised the Accounts Payable team, ensuring efficient workflow, timely invoice processing, and staff development.
- Implemented system improvements that reduced invoice processing time from 2 hours to 30 minutes for 100 invoices and improved cash flow.
- Collaborated with AR, Product Management, and vendors to manage credit notes and support claims for timely netting.
- Monitored and reconciled GR/IR balances monthly for accurate financial closing.
- Verified landed cost documents for imported goods, ensuring proper accounting practices.
- Led the AP setup for new affiliate business units, from workflow design to system implementation.
- Supported weekly cash flow forecasting in collaboration with the Treasury team.

### **Account Payable Coordinator – PT. Inti Cakrawala Citra (*Indomaret Group*)**

*January 2019 – October 2023*

- Reviewed journal entries and payment documents prepared by Accounts Payable staff to ensure accuracy and compliance.
- Prepared weekly outstanding returns and accounts receivable reports to support the AP team in netting before payment processing.
- Compiled and submitted payment data to support Manager-level authorization via the BCA KBBIS platform.
- Monitored and tracked branch managers' cash advances to ensure timely settlement and proper usage.
- Performed monthly bank reconciliations to verify transaction accuracy and maintain cash integrity.
- Coordinated closely with Accounting and Tax teams during month-end closing to ensure completeness and alignment.
- Proactively contributed improvement ideas to Managers and General Managers to enhance current systems and processes.

## **Account Payable – PT. Inti Cakrawala Citra (Indomaret Group)**

*March 2016 – December 2018*

- Verified completeness and accuracy of supporting documents for trade and non-trade invoices.
- Performed journal entries for trade and non-trade invoices in the accounting system.
- Conducted netting of returns and accounts receivable to reconcile balances.
- Ensured timely processing of payments in compliance with company policies and payment terms.
- Communicated proactively with vendors to resolve any invoice or payment issues.
- Processed payments for petty cash, employee claims, and cash advances accurately and promptly.
- Coordinated with Tax and Accounting teams before journalizing invoices to ensure compliance and accuracy.

## **EDUCATION**

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### **Universitas Budi Luhur, Jakarta, Indonesia**

*Bachelor's Degree in Computer Science*

GPA: 3.69/4.00 | 2018 – 2022

### **SMKN 9 Jakarta, Indonesia**

*Vocational High School – Accounting*

2012 – 2015

## **CERTIFICATIONS & TRAININGS**

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- Binar Academy – Data Science Bootcamp (2023)
- Pacman Academy – Data Visualization with Tableau: Marketing Analytics (2023)
- RevoU – Intro to Data Analytics (2022)
- Universitas Budi Luhur – MonsoonSIM (2021)
- Universitas Budi Luhur – Algorithm Competency (2020)

## **TECHNICAL SKILLS**

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SAP (FI, MM), Oracle E-Business Suite, Accurate Accounting Software, Microsoft Excel (Advanced: Pivot Tables, Power Query), Python, SQL, Tableau, Trello, RapidMiner, Machine Learning, Deep Learning

## **SOFT SKILLS**

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Strategic Financial Leadership | Digital Transformation | Process Improvement & Automation | Cross-Functional Team Management | Analytical & Critical Thinking | Problem Solving | High Attention to Detail | Data-Driven Decision Making | Effective Communication & Collaboration

## **LANGUAGES**

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- Bahasa Indonesia: Native
- English: Intermediate