**Ervan**

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**PERSONAL INFORMATION**

Nationality : Indonesian

Gender : Male

**EDUCATION**

1. **Bachelor of Business (Hons) (Engineering Entrepreneurship)**

Universiti Malaysia Perlis (UniMAP)

Malaysia

June 2011 – June 2014

1. **High School (Science Field)**

SMA Negeri 5 Palembang, Indonesia

2007 – 2010

**WORKING EXPERIENCES**

**August 2016 – October 2017**

**Rekind Malaysia Sdn Bhd ( PT Rekayasa Industri )**

***Finance & Accounting Lead***at Main Contractor of Sabah Ammonia & Urea Project of

Petronas Chemical Fertilizer Sdn Bhd (Project Value: USD 1.57 Billion)

* Direct reporting to Project Manager for all Finance & Accounting Department
* Responsible for Goods and Services Taxes (GST) / VAT of the company, Connecting company with tax authorities especially in terms of tax reporting, tax auditing & provide all data requested by Malaysian Government.
* Dealing with Jabatan Kastam Malaysia for GST/ VAT purpose, ex: facing GST/ VAT audit in Kuala Lumpur.
* Dealing with Owner (Petronas Chemical Fertilizer Sdn Bhd) & Malaysian Government Authorities.
* Proficient in MYOB Software (Mind Your Own Business) for Financing
* Preparing Company’s Financial Reporting
* Responsible with Internal & External Auditors
* Developing external relationships with appropriate contacts, e.g. Clients, auditors and bankers
* Conducting reviews and evaluations for cost-reduction opportunities
* Monitoring and interpreting cash flows and predicting future trends

**January 2016 – August 2016**

**Rekind Malaysia Sdn Bhd ( PT Rekayasa Industri )**

***Finance & Accounting Superintendent***at Main Contractor of Sabah Ammonia & Urea Project of

Petronas Chemical Fertilizer Sdn Bhd (Project Value: USD 1.57 Billion)

* Proficient in Preparing Company’s Balance Sheet & Cash Flow
* Dealing Money Market (REPO) within Company and Bank
* Prepare and Analyze Bank Reconciliation and Bank Book of the Company

**September 2014 – December 2015**

**Rekind Malaysia Sdn Bhd ( PT Rekayasa Industri )**

***Finance & Accounting Supervisor***at Main Contractor of Sabah Ammonia & Urea Project of

Petronas Chemical Fertilizer Sdn Bhd (Project Value: USD 1.57 Billion)

* Responsible for all Payment of the Company using E-Banking & Cheque
* Account Receivable, Dealing with the Owner (Petronas Chemical Fertilizer Sdn Bhd) for claiming the progress of the project and cost to be paid to the company
* Account Payable, Dealing with the Subcontractors and vendor of the company (planning and organizing payment)

**June – September 2013**

**UKM CESMED, SELANGOR, MALAYSIA**

*Management Trainee*

* Involved in business development
* Start-up business & Business Plan
* Training & Leadership
* Fishcat Business Development
* Sales and Marketing
* Assist in preparation of written documents and report

**June – August 2012**

**SIAM EXPRESS PENANG**

*Part Time – Restaurant Hospitality*

* Targeting and approaching leads
* Management Customer Relationship
* Making Sales Report
* Support Sales Executive

**PERSONAL QUALITIES**

* Possess good leadership traits with good presentation and interpersonal skill.
* Able to work independently as well as efficiently in a team, able to multi-task, able to learn

and apply quickly in all situations.

* Highly driven, enthusiastic, open to challenges, creative.

**TECHNICAL SKILL**

**Technical Proficiency**

* Platforms : Mac OS X Lion, Windows XP/Vista/7/8/10
* Applications : Microsoft Office, Adobe Photoshop CSS, MYOB

**Languages Spoken Written**

* Indonesian Excellent Excellent
* English Excellent Good
* Malay Excellent Good
* Arabic Fair Fair

**ORGANIZATIONAL EXPERIENCES**

2013 – 2014 ENACTUS (Entrepreneur Action Us) Malaysia

2011 – 2012 Indonesian Student Association in Malaysia

**AWARDS AND ACHIEVEMENTS**

2011 – 2013 Siswa Bestari List for 6 (six) consecutive semesters UniMAP

2012 Business Idea Competition UniMAP

2010 International English Course UniMAP

**Artificial Achievements**

2011 & 2012 International Students Cultural Festival

(Won 1st place category group dance); Nilai University

held by Ministry of Higher Education Malaysia