

Contact

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Top Skills

Bancassurance
Microsoft Excel
Translation

Languages

Chinese (Professional Working)
English (Professional Working)
Indonesian (Native or Bilingual)

Certifications

Develop Your Finance and Accounting Skills
Excel: Advanced Formatting Techniques
EF SET English Certificate 76/100 (C2 Proficient)
Excel Essential Training (Microsoft 365)
Introduction to ESG: Environmental, Social, and Governance

Jovian Chen

Financial Operations @ PT Bank Neo Commerce Tbk | Excel
South Jakarta, Jakarta, Indonesia

Summary

Greetings! I'm Jovian from Palembang, Indonesia and currently residing in South Jakarta. I have a strong background in both Accounting and Translation, with over 2.5 years of work experience in a dynamic industrial park environment where I had the opportunity to work closely with a diverse group of international colleagues. Although my work experience has primarily been in the Mining/Manufacturing industries, I am open to exploring new opportunities.

I possess exceptional soft skills, including effective time management, adaptability, teamwork, attention to detail, and a strong desire to learn. I am proficient in various software and tools, including Microsoft Office (with a focus on Excel), SAP Business One, Kingdee, and I am proficient in English and Mandarin languages. My typing speed is also noteworthy, averaging 110 WPM.

My approach to work is hands-on and based on the philosophy of "learning by doing".

Experience

PT Bank Neo Commerce Tbk
Financial Operations
January 2023 - Present (1 year 4 months)
Jakarta Selatan, Jakarta, Indonesia

Freelance

Freelance Translator
September 2021 - Present (2 years 8 months)

Language pair:

Chinese Simplified-Indonesian and vice versa
Chinese Simplified-English and vice versa

Has experience in translating articles, short videos and also game strings (MMORPG, MOBA, etc)

Completed projects:

30906 "Ragnarok Idle Adventure" ZHS-ID - 105,504 characters (approx. 100 hours of work)

Mining-related speech ZHS-ID - 2,992 characters

Instruction manual ZHS-ID - 273 characters

General articles EN-ID - 800 sentences (approx. 20 words/sentence)

PT QMB New Energy Materials

Finance Accountant

December 2021 - December 2022 (1 year 1 month)

Jakarta Selatan, Jakarta, Indonesia

- Responsible for the management and implementation of the Kingdee K/3 ERP system, including the preparation of journal entries, account balance audits, and cash flow statements.
- Conducts reviews and approvals of daily company payments, covering a wide range of procurement activities for hardware, materials, equipment, and services.
- Supports the finance manager in preparing for the implementation of the ERP system, including its transition to an online platform.
- Collaborates with the finance director in the preparation and execution of the company's yearly financial audits, serving as the primary point of contact between the company and external auditors.
- Conducts reviews and calculations of employee salaries, including the preparation of PPh21 tax assessments.
- Assists in the preparation of various legal and financial documents, including RUPS, notarial appointments, and deed signings.
- Supports the cashier in the monthly budgeting process, providing insights and recommendations.
- Prepares and submits LKPM quarter reports to BKPM on a timely basis.
- Maintains the company's payment voucher archives, ensuring proper organization and accessibility.
- Translates and reviews contracts and agreements between the company and its vendors, including procurement contracts, loan agreements, and sales contracts.

PT INDONESIA MOROWALI INDUSTRIAL PARK (IMIP)

Cost Accountant

June 2019 - November 2021 (2 years 6 months)

Morowali, Central Sulawesi, Indonesia

- Prepares and reviews the company's factory monthly cost report.
- Prepares and checks various settlement documents, including accounts receivable and payable.
- Conducts monthly reconciliation reports between the company and internal and external parties.
- Prepares daily petty cash flow reports and performs bank reconciliations.
- Manages and creates submissions for the reserve fund for petty cash.
- Prepares and conducts monthly inventory reports for hardware and bulk materials.
- Monitors and prepares monthly statistic reports for surpluses in hardware inventory.
- Conducts periodic inventory checks to monitor the company's fixed assets.
- Verifies payment documents related to bulk materials, such as electric coal and nickel ore.
- Translates documents and provides language interpretation services on a daily basis between Chinese and Indonesian colleagues.

PT Bukit Asam Tbk

Mandarin Teacher

October 2018 - April 2019 (7 months)

Muara Enim Regency, South Sumatra, Indonesia

- Prepares basic Mandarin training materials for company trainees.
- Monitors and evaluates the monthly learning progress of each trainee, tracking individual progress.
- Prepares the final exam for the final evaluation of trainee performance.

Education

Shanghai University of Finance and Economics

Bachelor's degree, International Business/Trade/Commerce · (September 2014 - May 2018)