## Summary

English-Indonesia-English translator for seven (7) years for operation procedure in oil and gas industry. Thus, I believe able to translate in other general subjects.

## Working Experience

**Inventory Team Leader – June 2014 to December 2017**

BHGE, Batam - Indonesia

* Managed, forecasted and controlled inventory by continuing engaging cross department - sales, planner, procurement, warehouse and finance
* Enhance scheduling resources, modeled process-procedures and facilitating the flow of equipment to meet customer requirements in both language, English and Indonesian
* Managed and led annual physical count by coordinating with cross department
* Developed and simplified new process and system on annual physical count

**Various Positions in Supply Chain – April 2004 to June 2014**

Weatherford

* Managed the optimization and accuracy of material transaction, capital efficiency on asset and inventory, implemented the quality document assurance and control system, and provided any improvement recommendation
* Managed JD Edwards training and process-procedure program of supply chain (customer service, procurement, inventory management, warehouse management and QA documentation) adherence to company’s policies and procedures within Asia Pacific (APAC) and Sub Sahara Africa (SSA) regional
* Remodeled process and procedure on supply chain process within APAC and SSA
* Executed administrative matters and regulated invoice listings and outlined billing reports for month-end accrual report in Customer Service section

Various positions:

* Operational Analyst (Indonesia), March 2013 – June 2014
* Regional APAC Asset and Inventory Specialist (Singapore), September 2011 – February 2013
* JDE Operational System Implementation Project Team Lead SSA (South Africa),

October 2009 – August 2011

* Regional APA JDE Trainer Supervisor & Process (Indonesia), August 2006 – September 2009
* Invoicing Officer (Indonesia), April 2004 – July 2006

**Finance Officer - September 2003 to February 2004**

Sinar Mas Wisesa, Balikpapan - Indonesia

* Performed billing process and distributed for the kiosk tenants adhere to the agreement
* Provided invoice report and managed the payment records by collaborated with cross- department

**Internship Cost Control (Drilling Department) – July 2003 to August 2003**

Unocal Indonesia Company, Balikpapan - Indonesia

* Learnt on contract understandable on term and condition, pricing list, and administrative task
* Checked cautiously for all the incoming invoices from vendors against the mentioned contract on their billing document
* Allocated the amount of invoices into the related AFE (Allocation for Expenditure) budget

## Education

murdoch university – Perth, Australia

Bachelor Degree in Commerce (Banking and Finance), 2003

stamford college – Kuching, malaysia

Associate Business Executive 1, 1999

## Skills

I have 'hands-on' experience on supply chain and finance, in oil and gas services and manufacturing industrial:

* Excellent communication skills and interpersonal skills ensure the building of solid relationship with a diverse range of stakeholders
* Organizational skill, capable of handling variety of tasks in an orderly manner
* Self-motivation, passion and enthusiasm
* Team player or able to work on my own
* Bilingual translation English to Indonesian and Indonesian to English
* Proficient with MS-Office (Words, Excel, PowerPoint, Access and Visio)

**Additional Information**

* Rates: USD 0.28/word
* Availability: Immediately