

# Achmad Rifky

## Finance Mgr. & Business Management Professional

Business Management, specifically in accounting and finance. I have worked in various business sector from Oil and Gas Company, Private Schools to Retail business, each with different challenges I have loved to tackle. My passion includes fixing Business process and Finance system into a more comprehensive one using technology for better data analysis. I have lived in 3 countries so far and thus I can adapt quickly to new environment. I'm looking for new challenges and experience for impactful contributions in various fields and responsibilities.



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## WORK EXPERIENCE

### Finance Manager

#### MOP Beauty – Mother of Pearl Beauty Brand

02/2021 – 09/2025,

DKI Jakarta

*Mother of Pearl is an Indonesian beauty and personal care brand founded by beauty influencer Tasya Farasya in 2021, offering high-quality, natural-looking makeup and skincare products in innovative packaging, with products like primers, powders, and sunscreens that are BPOM-registered, Halal, and vegan-friendly.*

##### Achievements/Tasks

- Supporting the company since its first establishment in 2021, especially in managing financial, accounting, tax.
- Initiated new WMS implementation software (Integrated with the acc. Software).
- Initiated Asana working management tools in managing Finance department tasks and the whole company to follow start 2025. Include adoption of Asana Forms in managing internal & external requests.
- General ledger analysis to maintain general accounting principle based on multiple users' input across divisions.
- Managing AR-AP control, Costing & Budget, CF Projection, and Financial Reports with Top Management.
- Initiate to establish the company's dashboard data management system for big data insights.

### Corporate Finance & Accounting

#### SUPRA - PT Supra Internasional Indonesia

12/2022 – 06/2024,

Braga, Kota Bandung

*Established in 1971, as the first nationwide water well drilling company in Indonesia, SUPRA progressed to become one of the national leaders in comprehensive water resources management company that served integrated services on water field industries*

##### Achievements/Tasks

- Implementing adoption of new software - Accurate Online System.
  - Designing, setting up, mapping & data migration of historical Financial Data into new software.
  - Train multiple users across divisions for business process involvement using Accurate Online.
  - General ledger analysis to maintain right accounting principle based on multiple users' input.
  - Internet banking cash management optimization (multi transfer, payroll, smart account, etc.).
  - Real time financial dashboard control (AR-AP control, CF Projection, and Financial Reports) by Projects and Business Units.
- Handling financial matters of projects (funds manager, taxes, legal supports, follow up to direct Users, negotiation, etc).

### Offline Retail Analyst – ERP Project

#### The Body Shop Indonesia

05/2021 - 11/2021,

Bintaro, Tangerang Selatan

*The Body Shop Indonesia is a distributor and retail of a British beauty and body care products under the well-known brand The Body Shop with digital and hundreds offline stores channel across cities in Indonesia*

##### Achievements/Tasks

- Identify existing business processes at offline stores.
- Investigate and confirm internal pain points within current system and off-system for future improvement design.
- Research and study business cases from other retailers and other companies to bring best practice and broader business insight for Omnichannel experience.
- Responsible to assuring details of requirements from relevant users and internal initiatives are recorded in BRD.
- Being critical in PoC sessions delivered by SI vendors to assure company's requirements are well addressed.
- Coordinate with process owner and cross business unit to align with the overall objective and get considerable feedback from direct users.
- Understanding helicopter view of the project from each project phase by timeline, existing process, To-be process, and future state design until implementation.

### Finance Manager

#### Lazuardi and Millennia World School

09/2018 - 09/2020,

Depok, Jawa Barat & Ciputat, Tangerang Selatan

*Lazuardi group is a multimillion-dollar enterprise in education and training. Managing Schools From kindergarten to senior high school across Indonesia*

##### Achievements/Tasks

- Responsible in managing Finance Department in both Schools.
- Maintain and improve a reliable internal process (accounting, finance, administrative reform, and internal audit).
- Create area improvements using technology support (successfully changed existing accounting software with new online-cloud-based system, maximizing Corporate Internet Banking Features, and create budgeting and forecasting using Google Suite platform).
- Prepare financial reports to management (in-house or audited).
- Responsible in tax review, planning, and reporting.
- SOP controlling and initiative to management to evaluate and renew some policies for possible improvements.

## Business General Manager

### Philocoffee - PT Kriya Rasa Indonesia

07/2017 - 08/2018,

Pondok Labu, Jakarta

Coffee Equipment and Food Supplies Distributor & Retail Company -  
Offline and e-commerce

#### Achievements/Tasks

- Creating templates for internal business process such as inventory expiry dates controls, coffee roasting cycle time and warehouse inventory administration flow improvements.
- Prepare backdated and year to date financial report to owners –monthly.
- Managing staff in handling offline and online sales
- Responsible for any company legal matters such as notary documents, sales agreement contracts, partnership MoU, etc.
- Developing business expansion, approaching potential investors, and risk management analysis.
- Supervise and actively coordinate with warehouse manager to manage inventory flow for external and internal purposes including managing petty cash for daily operations in Warehouse.

## Finance and Support Manager

### PT Pasir Sarana Persada

08/2013 - 06/2017,

Lebak, Banten,

Sand Mining Exploration and Production Company

#### Achievements/Tasks

- Direct involvement in approaching and negotiating local people in remote area for land acquisition.
- Develop an effective business process for the startup company, such as creating SOP and business templates for HR and Finance divisions.
- Establishing logistic flow and financial supports in field office, including Inventory control, warehouse management, food and consumable supplies management, financial advance and settlement report, HSD (High Speed Diesel), Heavy Equipment's used hours, field assets reports, etc.
- Routine reports to top management, presenting financial management reports and support updates.
- Budget control and financial forecasting to assure a well-informed decision-making process.
- Prepare and submit quarterly and semesterly financial reports to Government Authorities.
- Developing business expansion, approaching potential investors, and risk management analysis.

## Corporate Finance Accountant

### PT PT Energi Mega Persada Tbk (ENRG)

11/2010 - 07/2013,

Jakarta, Indonesia

EMP is an upstream oil and natural gas company that has operating areas in Indonesia and Mozambique. EMP's business activities include exploration, development and production of crude oil, natural gas and coal bed methane.

#### Achievements/Tasks

- Preparing worksheet of financial statements of the Company's numerous subsidiaries for financial consolidated reporting purpose – either for specific project or good corporate governance purposes at the corporate level.
- Dealing with external-independent financial auditors (Ernst & Young, Mazars, etc) in preparing consolidated financial statement of the company – either reviewed or audited financial reports.
- Preparing quarterly consolidated financial report to be submitted to 'BAPEPAM-LK' (Financial Services Authority) and publicly released to 'Indonesian Stock Exchange' (BEI).

## EDUCATION

### BA (Hons) in Accounting and Finance

#### Northumbria University

09/2009 - 07/2010

Newcastle, UK

### Edexcel, BTEC HND in Business Management

#### UniSadhuGuna International College of Business

07/2007 - 07/2009

Jakarta, Indonesia

## RECENT TRAINING

- Binar Academy - Product Management Course Bootcamp (08/21 – 12/21)
- Leadership Training for School Leaders - Harvard Business School Training Adoption (09/2020 – 04/2021)

## CURRENT BUSINESS

### Co-founder of Ngadaur – Organic Waste Logistics (Instagram @Ngadaur)

08/2022 - Present

Bandung, Indonesia

- Data capture management using several free software applications to record miles distance, weighing waste material, and fleet management.
- Social Media (Instagram) content creation concept, ideas, and scriptwriting.
- Online Financial bookkeeping and Cash Advance Management including online approval scheme for daily operations.

## SKILLS

Management & Comm. Tools: ASANA, Zoho Projects, Trello, Discord, Reclub, Signal, Telegram, Whatsapp.

Ms. Excel; formulas, create templates, VBA support to improve efficiency, Ms.Outlook integration, etc.

GoogleSuite apps: Gclassroom, Gform, Gspreadsheet, Gform publisher, etc for many purposes (ease of use).

Point of Sales: Imonggo, Loyverse, Pawoon, Square, MOKA, Majoo, Accurate POS, etc.

Internet Banking: Auto transfer, VA payroll, Fleet Card, etc

Software: Oracle, Abipro, Sage 50, ZohoBooks, Accurate Online, Odoo, Ecount ERP, E-SPT, basic JAVA & SQL.

Tax: Pph 21, Pph 23, Pph 4 (2), Pph 29, etc. (calculation and reporting)

## LANGUAGES

### Bahasa and English

Full Professional Proficiency

## INTERESTS

Sports

Technology implementation

Travelling

Entrepreneurship

Socializing

Motivational business seminars and bootcamp

Watching YouTube tutorials and motivational videos

Reading History and Spiritual books