



Sri Ratna Komala Sari,SE

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Timur Kec. Tenayan Raya, Pekanbaru –
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082384576933 (HP);

I have approximately five years of experience working in a medical company operating in the healthcare sector and one year in a construction/home development company, as well as one year of experience in a retail company

I possess strong leadership and advanced problem-solving skills plus an ability to thrive under pressure, also capable working in the remote condition of circumstance and mobile activities from one area to another periodically.

I have great financial management skills based on strong communication, adaptable to new diversity and strong motivation, the success on any company is based on the people within it and the way deal with institution or organization. The skills also shape and adapt me work individually or as team work.

Personal data

Date of Birth	07 December 1993
Sex	Female
Status	Married, 3 Children

Education

2009 – 2012	SMA AL-Huda, Pekanbaru
2012 – 2018	University of Riau, Economic Faculty Majoring in Accountancy

Professional Experiences :

26 Februari 2025 – Present : Finance and Accounting, PT Teratama Inovasi Nusantara (construction/home development)

- Manage company petty cash
- Prepare monthly and annual financial reports
- Process vendor payments
- Compile project revenue data
- Calculate project Cost of Goods Sold (COGS)
- Calculate employee salaries and process payments
- Calculate wages for skilled workers based on contracts

- Process wage payments for skilled workers and manage work contracts
- Consult with tax advisors regarding corporate taxes
- Use the GF application to record company transactions
- Liaise with vendors regarding procurement
- Prepare reports requested by management for presentation to the owner
- Recruit office staff
- Draft employee employment contracts
- Calculate employee salaries
- Register employees for BPJS Kesehatan (Health) and BPJS Ketenagakerjaan (Employment)
- Maintain asset records

01 Juli 2020 – 31 Januari 2025 : Finance and Operational Manager, RS Lancang Kuning Pekanbaru (hospital)

- Prepare monthly and annual budget plans
- Prepare monthly and annual budget realization reports
- Control expenses, particularly Cost of Goods Sold (COGS)
- Manage employee salary levels
- Prepare monthly and annual financial reports
- Conduct annual financial audits
- Coordinate General Meetings of Shareholders
- Handle patient billing claims to BPJS Kesehatan
- Manage vendor payments
- Manage employee BPJS Kesehatan and BPJS Ketenagakerjaan accounts
- Process Memorandums of Understanding (MOUs) with third parties
- Handle hospital licensing and permits
- Manage employee recruitment
- Handle registration and payments for BPJS Kesehatan and BPJS Ketenagakerjaan
- Maintain asset records
- Head of the SP2DK Audit Resolution Team
- Anti-fraud team leader
- Calculate the amount of income tax (such as PPh 21 and PPh 23) and VAT payable by the company.
- Prepare periodic (monthly) and annual tax returns (SPT).
- Remit tax payments to the state treasury and file tax reports before the deadline.
- Develops and manages purchasing policies, cost budgets, and inventory control.
- Selects reliable suppliers, negotiates major commercial contracts, and evaluates vendor performance.
- Supervises purchasing staff, reviews department workflow, and ensures timely delivery of goods.
- Predicts price trends, monitors market conditions, and reports cost-saving statistics to senior management

26 Maret 2019 – 30 April 2020 : Finance & Accounting, CV. Dinasti Liberal (retail)

- Generating store order invoices
- Scheduling collection for due invoices
- Summarizing sales performance
- Compiling daily, monthly, and annual sales records
- Preparing monthly and annual financial reports
- Conducting stock takes
- Following up on store payments via telephone
- Placing orders with headquarters

- Processing payments to headquarters
- Maintaining store records
- Compiling employee payroll data

09 Juni 2015 – 21 Januari 2017 : Administration, PT Kunango Jantan (manufaktur)

- Drafting correspondence
- Compiling and summarizing invoices
- Placing orders for office supplies with the finance department
- Acting as a liaison between visitors and office staff or management
- Preparing for meetings

Skills :

- Financial Management
- Financial Negotiations
- Financial Planning
- Hospitality Finance
- Financial Analysis
- Leadership
- Teamwork
- Problem-Solving
- Project Management
- Strong Communication
- Computer

Skills :

- Indonesia
- English

Skills :

- DMS (aplikasi akuntansi))
- Accurate (aplikasi akuntansi)
- GF (aplikasi akuntansi)
- Ms. Word
- Ms. Excel
- Ms. Power Point
- English