

Edwin Richard Huwae

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EDUCATION

Universitas Terbuka

South Tangerang, Banten

Bachelor of Management

April 2023

- **Relevant Coursework:** Economic Mathematics, Economic Statistics, Industrial Relation, Managerial Economics, Cost Accounting, Human Resource Management, Managerial Economics, Organizational Behavior, Supply Chain Management, and Strategic Marketing
- **Certificate:** Google Data Analytics (funded by Ministry of ICT through Digital Talent Scholarship Program)

Miami Dade College

Miami, FL

College Credit Certificate in Business Administration and Management

May 2015

- **Relevant Coursework:** Financial Accounting, Microcomputer Accounting, Managerial Accounting, Business Mathematics, US Income Tax, US Business Taxes and Returns.
- **Awards:** Community College Initiative Program funded by The U.S. Dept. Of state

WORK EXPERIENCE

PT. Lintas Equator

Cilegon, Banten

Project Accounting Officer

July 2023 - Present

- Managing weekly and monthly accounting and budget reports
- Analyzing project expenses and provided insightful commentary
- Working closely with Project Managers to better understand budget plan and make sure each spending are based on project's plan

PT. Mutu Utama Konstruksi x PT. Daksa Aryaguna Konstruksi

South Jakarta, Jakarta

Project Accounting Manager

November 2020 - June 2023

- Maintained all relevant income and expenditure for the project, resulting in 95% accuracy of financial records and reducing errors and discrepancies.
- Analyzed project expenses and provided insightful commentary, resulting in a 15% reduction in project expenses through better cost management.

PT. Mutu Utama Konstruksi

Multiple Cities, Indonesia

Project Accounting Officer

July 2015 - October 2020

- Handled accounts payable for the branch office, resulting in 100% accuracy and timely processing of vendor invoices, reducing the average time to pay invoices by 20%.
- Worked collaboratively with project managers to develop and implement effective cost management strategies, resulting in a 15% reduction in project expenses.

Tax Specialist

Ambon, Maluku

October 2010 - June 2014

- Prepared and filed accurate and timely tax returns for the company, resulting in a 95% compliance rate and reducing the risk of penalties.
- Collaborated with other departments to ensure accurate and timely reporting of tax information, resulting in a 25% increase in efficiency and reducing the risk of errors and discrepancies.
- Maintained up-to-date knowledge of tax laws and regulations, resulting in a 100% compliance rate with all tax laws and regulations.

SKILLS & INTERESTS

Computer: Microsoft Office, ERP, Python (Beginner), HTML

Languages: Indonesian Language, English

Certificate: [Google Data Analytics](#)