

Elis Munawaroh

ACCOUNTING | PROCUREMENT | BUSINESS OPERATION SPECIALIST

EXECUTIVE PROFILE

Results-driven Business Operations & Virtual Assistant professional with a Bachelor of Economics (S.E.) and 7+ years of comprehensive experience in Accounting, Finance, Procurement, and Executive Support. Proven track record in orchestrating multi-department operations, optimizing billing frameworks with a consistent 98% collection rate, and managing end-to-end global and national supply pipelines. Highly organized, detail-oriented, and proficient in cloud-based collaborative ecosystems. Ready to scale and streamline your remote operations with premium accuracy and zero friction.

CAREER EXPERIENCE

PT Turbo Daya Mekanika

Accounting & Purchasing | February 2024 – Present

- Manage end-to-end purchasing operations for local and international suppliers.
- Coordinate vendor negotiations, quotations, and procurement documentation.
- Prepare AP & AR transactions while ensuring financial accuracy.
- Monitor cash flow and support financial reporting.
- Maintain vendor relationships and optimize procurement efficiency

PT Mitra Perdana Nuansa

Billing & Collection Supervisor | Oct 2017 – Oct 2020

- Managed billing operations and accounts receivable to ensure timely payments.
- Achieved and maintained collection performance above 98%.
- Prepared AR aging reports, invoices, and financial analysis.
- Maintained strong relationships with clients and followed up on outstanding payments.
- 🏆 **Best Collaboration Award (2019)**

Awarded for outstanding teamwork, cross-functional collaboration, and operational excellence.

PT Vasindo International

Supervisor Finance, Purchasing & HRD | Apr 2016 – May 2017

- Managed cash flow, financial reporting, and daily operational finance.
- Supervised purchasing activities and vendor management.
- Handled HR administration, payroll support, and employee records.

PT Dwimitra Nuansa Cemerlang

Sales Administration | Jan 2012 – Sep 2015

- Managed data entry, sales invoicing, and administrative documentation for client accounts.
- Coordinated with cross-functional teams to ensure timely delivery and client satisfaction.
- Maintained accurate customer databases and handled routine client communications.

CV Hana Central

Sales Administration | Mar 2011 – Dec 2011

PT Matahari Department Store

Sales Associate | Sep 2010 – Feb 2011

KEY ACHIEVEMENTS



Achieved collection rate above 98% consistently.



Managed end-to-end procurement and supplier relations effectively.



Ensured accurate financial reporting and documentation on time.

SERVICES I CAN SUPPORT

- Procurement & Sourcing Support
- Supplier Communication & Coordination
- Purchase Order & Invoice Management
- Accounting & Bookkeeping Support
- Financial Reporting & Analysis
- Billing, Collection & AR Management
- Administrative & Executive Support
- Data Entry & Document Management
- Virtual Assistant (Remote)



CONTACT DETAILS

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- 📍 Bandung, Indonesia

SKILLS

- ✓ Accounts Receivable (AR)
- ✓ Accounts Payable (AP)
- ✓ Financial Reporting
- ✓ Cash Flow Management
- ✓ Procurement & Purchasing
- ✓ Vendor & Supplier Management
- ✓ Microsoft Excel (Advanced)
- ✓ Google Workspace
- ✓ Data Analysis & Reporting
- ✓ Documentation & Administration

LANGUAGES

Bahasa Indonesia – Native
English – Professional Working Proficiency

PROFESSIONAL TRAINING

- Microsoft Excel (Advanced - Pivot, VLOOKUP, XLOOKUP)
- Oracle, IFCA & SAP (ERP Finance Modules)
- Google Workspace (Docs, Sheets, Drive, Meet)
- Zoom Communications
- Project Management Boards
- Microsoft PowerPoint & Word

EDUCATION

Bachelor of Economics (S.E.)
Universitas Langlangbuana
2011 – 2015