



SUBHAN

Bachelor of Economics

CALL ME

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PERSONAL

Name	Subhan
Birthday	27 July 1982 (41)
Relationship	Married
Nationality	Indonesian
Born	Jakarta
Languages	Indonesian, English

CONTACT

Mobile	+62 813-148-36883
Email	subhan_igm@yahoo.com bjay201@gmail.com
Address	Buncit Raya Street, Kalibata Pulo RT.03/05 No.62 Pancoran, South Jakarta 12740
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WORK

Experience	17 year (13th year in NGO)
Currently	Internal Control Coordinator PR by The Global Fund ATM

EDUCATION

High School	SMUN 60 South Jakarta
Bachelor Degree	Accounting Economic at PERBANAS INSTITUTE

SOFTWARE

Microsoft Office	████████████████████
SANGO Accounting Software for NGO	████████████████████
Microsoft AX Dynamic Accounting Software	████████████████████
Web Base - QUILL Accounting Software	████████████████████
Value Plus Accounting Software	██████████████████
Quickbook Interprise Accounting Software	██████████████████

ORGANIZATION EXPERIENCE

- 2002** Served as Chairman of the Forest Mountain Division in a MAPALA IMPEESA Perbanas Institute Jakarta.
- 2003** Served as Vice Chairman in a MAPALA IMPEESA Perbanas Institute Jakarta
- 2004** Served as General Chairman in a MAPALA IMPEESA Perbanas Institute Jakarta

TIMELINE

- 2023** ● **Internal Control Specialist PR**
currently my job is Internal Control Specialist PR at Penabulu Consortium with STPI for Indonesia TB Elimination Program funded by The Global Fund ATM
- 2021** ● **Internal Control Coordinator PR**
at Penabulu Consortium with STPI for Indonesia TB Elimination Program funded by The Global Fund ATM
- 2018** ● **Finance Officer**
Islamic Relief Worldwide for Indonesia, Islamic Relief is an International aid agency that provides humanitarian relief and development programmes
- 2015** ● **Finance Coordinator Penabulu Foundation Consortium** in Project Millennium Challenge Account Indonesia (MCA-Indonesia) Window 2 CBNRM Project The Green Prosperity in East Borneo,
- 2014** ● **Finance Specialist**
in Project TFCA Kalimantan (Tropical Forest Conservation Act) Kehati Foundations, Project East Borneo, for Penabulu Foundation
- 2010** ● **Finance Specialist for SANGO SUM II (USAID) Project**, Jakarta-East Java and Papua Region, mentoring USAID Partners for Accounting Software SANGO, in Penabulu Foundation Project
- 2009** ● **Product Specialist**
Public company (BUMN)
PT.INDOFARMA GROUP
- 2008** ● **Product Specialist**
Malaysian Company PT.
Millenium Pharmacon
International Tbk
- 2007** ● **Head of Production**
PT. Pena Kreasi
- 2006** ● **Showroom Supervisor**
PT. Modern Putra Indonesia
- 2005** ● **Stock Control**
PT. Modern Photo, Tbk

ABOUT ME

I got my bachelor degree of accounting economics 11 years ago at Perbanas Institute. I have experience in accounting division and accounting for NGO (Non Government Organization).

I started the experience of organizing when I was in college, I joined the Students' Mountaineering Club.

Joining the Students' Mountaineering Club required high integrity full of responsibility and strong commitment, this is what made me given the trust and responsibility as a leader in the Students' Mountaineering Club.

I have good communication skills, Creative, and innovative, this experience I got when mentoring in the preparation of Standard Operating Procedures for Finance in several Local NGOs, with many tribes and regions that I have visited, including Papua, Sulawesi, Kalimantan and others.

I have experience in managing financial management and making public report and also experience in managing grant funds of several projects for NGO.

I am usually responsible for the preparation of monthly consolidate financial statement, and ensure accurate and timely financial report, and also experience in managing grant funds of several projects in Penabulu Foundation and Islamic Relief Worldwide.

besides that I am also experienced in financial control, be it planning and budget control, I have already applied it in the field and the head office, this is as preparation if an Institutional or project Audits visit to the field is needed

I am proficient and can operate several accounting software, including;

- Microsoft Dynamic AX Accounting Software in Islamic Relief Worldwide, Microsoft Dynamics AX (formerly known as Axapta).

- QuillTM is an Accounting Web Application (Web-App).Non-Profit Entity that makes things easier for its users manage the financial reporting of the nonprofit organization accordingly ISAK 35: Presentation of an Entity's Financial Statements Non-Profit Oriented

- Accounting Software SANGO (Sistem Akutansi for NGO), this software is a product from Indonesia (local product).

- I have 13 years of experience with SANGO Software, starting with SANGO Software in many Local NGOs at USAID Project SUM II, the focus issue in this project is health, while the Penabulu Foundation is appointed as technical assistance to assisting and mentoring USAID partners.

- I also have experience in budget management and sub-grant management in The Global Fund ATM Project.

WORK EXPERIENCES

Internal Control Coordinator PR by The Global Fund ATM

Penabulu Consortium with STPI (Stop TB Partnership Indonesia) for Indonesia TB Elimination Program funded by The Global Fund ATM (January, 2021 - Until Now)

Penabulu and STPI have entered into a cooperation agreement by forming a consortium Based on the amendment to the Cooperation Agreement between the Penabulu Foundation and the Stop TB Partnership Indonesia (STPI) regarding the Establishment of the Consortium Komunitas Penabulu - STPI. The grant program "Eliminating TB in Indonesia" managed by the Penabulu Community Consortium - STPI (Consortium), is a new program. The Consortium was officially established on 13 October 2020. The goal of the Consortium is to accelerate the elimination of TB by 2030 in 30 provinces (SR) and 190 cities/ districts (SSR). whereas the Consortium acts as the Principal Recipient (PR). The program was scheduled to begin on 1 January 2021 for a duration of 3 years up to 31 December 2023.

Achievement/Task

- Prepare initial/basic calculations for budget management/sub-grants management, both at PR and 31 SR levels, including periodic revisions if necessary
- Reviewing budgets and revising PR, 31 SR and 190 SSR budgets that have been input by Finance SR into the accounting software system (by **SANGO** and **QUILL**)
- Reviewing all financial transactions at the 31 SR and 190 SSR levels either manually or systemically and ensuring the completeness of financial transaction documents
- Review 31 SR and 190 SSR financial reports and ensure their completeness, both soft copy and hard copy, in accordance with The GF ATM and the project regulation
- Ensure that recording/bookkeeping of financial transactions at the PR level is carried out in accordance with applicable regulations.
- Review the forecast budget, based on the proposed activities received from the Finance team.
- Representing PR TB Community to assist and support the audit process at the PR, 31 SR and 190 SSR levels both LFA (Local Fund Agent) audits and external auditor audits
- etc

Financial Consultant (Freelance)

The Nusantara Natural Conservation Foundation (YKAN) (March 07 - 13, 2020 - 2021) Sorong, West Papua

The Nusantara Natural Conservation Foundation (YKAN) is a local affiliate of The Nature Conservancy (TNC) that seeks to improve the welfare and sustainability of natural resources by accelerating transformation in the conservation and sustainable use of natural resources through the management of protected areas, conservation of important species, and community empowerment in Indonesia.

Reference Contact: Salomina Tjoe (YKAN Program Area Papua)

Email: stjoe@tnc.org (+62 811-4820-680)

Achievement/Task

- Training on Business Plan and Financial Management for Nusantara Nature Conservation Foundation (TNC) Partners in Sorong, West Papua.
- YKAN Partners consist of 5 Business Groups and 5 BumDes, with a total of around 23 participants
- This training is a continuation of the previous training in February 2020
- Participants can make a business plan, and produce 10 business plan templates for each of their organizations
- Participants can create financial reporting formats, and produce 10 financial statement templates for each of their organizations

Finance Officer

Islamic Relief Worldwide for Indonesia (2018 - 2020)

Islamic Relief Worldwide is an independent humanitarian and development organization with international aid based in the United Kingdom. IRW is a member of the UN's Economic and Social Council and it is a signatory to the Code of Conduct for the International Red Cross and Red Crescent Movement and NGO s in Disaster Relief. It is also a member of Bond (British Overseas NGOs for Development) and in the UK, a member of the Disasters Emergency Committee (DEC).

The main partners of the Organization are SIDA, Maybank, WFP, IDB, UNHCR, UNOCHA, EC, DFID, UNDP, OIC, Bahrain RCO, START Network and CAFOD.

Reference Contact: Yasser Farid (HR Manager Islamic Relief Indonesia)

Email: yasser.farid@islamic-relief.or.id (+62 811-8604-882)

Achievement/Task

- Checking, review with sign and release for payment documents received from Logistics unit /office area / Staff
- Executed all payments release timely with subject to receiving complete supporting documents
- Ensure the MCM Banking input process is correct and approval release payment from 2 authorization holders at MCM Banking
- Coordinating regularly with branch office financial staff regarding payments and others
- Deduct the applicable tax from each payment
- Paying tax deductions and report it to the government
- Prepare a bank statement for the reporting process to donors
- Reconcile the bank & petty cash every month
- Prepares Receivable & Payable Account Reports to be reported to IRW (HQ)
- Prepare fund transfer requests for requests funds to donors and IRW (HQ)

Senior Finance Officer, Finance Specialist, Financial Consultant and Finance Coordinator

Penabulu Foundation Jakarta (2010 - 2018)

Penabulu Foundation is a local NGO that encourages the empowerment and sustainability of the position and role of civil society organizations in Indonesia through efforts to strengthen the capacity and capabilities of the organization; resource mobilization, management and distribution; developing partnerships that are equal to other development sectors, and increasing public participation and involvement.

Reference Contact:

1. Eko Komara (President Director Penabulu Foundation) (+62 812-8349-9614) Email: eko@penabulu.or.id or ekomarako@gmail.com (+62 817-4816-624)

2. Mario Ginting (Penabulu Foundation Manager Unit Fulcra)

Email: mario.ginting1980@gmail.com (+62 812-1842-4563)

3. M.Suhud Ridwan (Manager Project MCA-Indonesia Penabulu Foundation) Email: beruangster@gmail.com (+62 81219-244313)

Achievement/Task

- Senior Finance Officer in Unit Fulcra (2010)
- Finance Specialist for SANGO Software in SUM II USAID Project (2012-2014)
- Finance Consultant, Specialist for SANGO Software in Unit Fulcra (2012-2014)
- Finance Specialist TFCA Project in Borneo Island (Tropical Forest Conservation Act) (2014-2016)
- Finance Coordinator MCAI Project (Millennium Challenge Account Indonesia 2016-2018), Penabulu Consortium The Green Prosperity Project CBNRM in East Borneo.

CONSULTANT SANGO SOFTWARE EXPERIENCE

Financial Consultant (Freelance) for SANGO

Yayasan Pengelolaan Lokal Kawasan Laut (Community-based Marine Management Foundation), Biak, Papua (April - 2023)

The Yayasan Pengelolaan Lokal Kawasan Laut (Community-based Marine Management Foundation) coordinates conservation, environmental education and livelihoods programming centred on locally-managed marine areas in 26 sites across eastern Indonesia. Among its innovative conservation work, the foundation has supported villages in the Padaido Islands to use GPS technologies to map local marine resources, helping them to resist the destructive effects of commercial fishing companies.

Reference Contact: Asih (Finance Manager) (0822-2515-1742)

Achievement/Task

- In-House Training for SANGO Software to comply with ISAK 35 financial reporting (3-Day)

Financial Consultant (Freelance) for SANGO

SIGAB Foundation (Sasana Inclusion and the Disabled Advocacy Foundation), Yogyakarta (January - December 2023)

Sasana Inclusion and the Disabled Advocacy Movement are institutions independent and non-governmental community self-help in Yogyakarta. SIGAB's. SIGAB embraces all people with and without disabilities to be able to create an inclusive society. one of SIGAB's visions is "Inclusive Indonesia 2030".

Reference Contact: Syamsudin (Finance Manager) (0815-7888-6306) Website: <https://sigab.or.id/>

Achievement/Task

- In-House Training for SANGO Software to comply with ISAK 35 reporting
- Mentoring and consultancy for the preparation of the financial statement consolidation Jan - Dec 2022 and 2023

Financial Consultant (Freelance) for SANGO

KBCF Foundation (Kawal Borneo Community Foundation), Samarinda (January - December 2022)

Kawal Borneo Community Foundation (KBCF) was born from an idea about the need for an endowment fundraising as a joint strategy and movement to support every initiative that contributes to improving people's welfare and managing natural resources in a fair and sustainable manner in Kalimantan.

Reference Contact: Latifah (Finance Manager) (0852-1361-3612) Website: <https://kawalborneo.org/>

Achievement/Task

- In-House Training for SANGO Software to comply with ISAK 35 reporting
- Mentoring and consultancy for the preparation of the financial statement consolidation Jan - Dec 2022

Financial Consultant (Freelance) for SANGO

Indonesia Ocean Justice Initiative (IOJI), Jakarta (January - Des 2021)

The Indonesia Ocean Justice Initiative (IOJI) is an influential independent think-tank and policy advocacy organization that supports Indonesia, as the largest archipelagic country in the world, to realize marine governance based on the principles of effective protection, sustainable use, and equitable welfare. also works to assist and empower people whose lives depend on the sea, such as small fishermen, coastal communities and migrant seafaring workers, in defending and fighting for their basic rights.

Reference Contact: Kuncoro (Finance Manager) (0856-7093-202) Website: <https://oceanjusticeinitiative.org/>

Achievement/Task

- In-House Training for SANGO Software to comply with ISAK 35 reporting
- Mentoring and consultancy for the preparation of the financial statement consolidation Jan - Dec 2020 and 2021

Financial Consultant (Freelance) for SANGO

Genesis Foundation, Bengkulu (January - June 2021)

The Genesis Bengkulu Foundation is a non-governmental organization that carries out work to save the ecology and people's rights to their sources of livelihood. Genesis is also active in conducting studies, analysis, monitoring and conservation campaigns in forest areas from threats from extractive industry-based companies in all districts of Bengkulu Province, Indonesia.

Reference Contact: Yessi (Finance) (0821-77256312) Website: <https://yayasangenesisbengkulu.or.id/>

Achievement/Task

- In-House Training for financial managers and organizational staff through SANGO Software to comply with ISAK 35 reporting in 2020
- Mentoring and consultancy for the preparation of the financial statement audit as of December 31, 2020) Jan - June 2021

Financial Consultant (Freelance) for SANGO

Institute for Good Governance and Regional Development (Yayasan Nusantara Sejati) (2019 - 2020), Jakarta

Yayasan Nusantara Sejati - IGGRD is an institution that specializes in capacity building and research activities related to good governance and education consultants, especially in Indonesia's regional development sector. YNS - IGGRD is active in conducting strategic policy studies and innovative development programs.

Reference Contact: Ari Sri Amini (Finance Coordinator IGGRD) Email: arisriamini@wta.co.id (0857-7130-0635)

Achievement/Task

- Input transaction data to the Sango IGGRD Software, UNICEF Project Literacy for the reporting period as of December 31, 2016 until December 31, 2018
- Input transaction data to the Sango IGGRD, for consolidated institutional financial statements, the reporting period as of December 31, 2016 until December 31, 2018

Financial Consultant (Freelance) for SANGO

Association for Woman in Small Business Assistance (Asosiasi Pendamping Perempuan Usaha Kecil Mikro/ASPPUK - 2019)

The Association for Women's Small Business Assistance (ASPPUK) is a network of women's NGOs / NGOs consisting of 54 NGOs / NGOs spread across 20 provinces in Indonesia. The main activity of ASPPUK is to strengthen micro small business women in business development and critical awareness through organizing, training, critical discussions, seminars, technical assistants, facilitation of development and quality of products and markets, etc.

Reference Contact: Rismawati (Finance Coordinator ASPPUK Jakarta) Email: myeres2002@yahoo.com (+62 812-1994-574)

Achievement/Task

- In-House Training for financial managers and organizational staff through SANGO Software to comply with PSAK 45 reporting in 2018
- Mentoring and consultancy for the preparation of the financial statement audit as of December 31, 2019) 2019 - 2021

TRAINER SANGO SOFTWARE EXPERIENCE

Trainer SANGO SOFTWARE and Developing Financial Procedure Operational System

Penabulu Foundation Unit Fulcra Mentoring and Consultancy in local NGOs

Penabulu Foundation has a fulcra unit, this unit focuses on mentoring and consulting. The activity will do Intervention through, training, workshops, in-house training, mentoring and consultancy, initiation of local capacity building for financial managers and finance staff through SANGO Software to comply with financial statements PSAK45.

1. In-House Training SANGO Software for KOAKSI (Coaction Indonesia), Jakarta, 10 August 2023
Reference: Tina (Finance Manager) (0818-147-037)
Website: <https://coaction.id/>
2. Training SANGO Accounting Software YLBHI for 21 province user/partnership, Jakarta, 27 Feb - 1 March 2023
Reference: Riyanti (Finance Manager) (0812-85656575)
3. SANGO Accounting Software-Based Financial Reports for KONSEPSI Indonesia, Lombok, NTB, September 2021
Reference: Taufik Akbar (Finance Manager) (0823-59436324)
4. Financial Management Training and Financial Procedure Operational System for CEPF Wallacea Partners (Critical Ecosystem Partnership Fund) in Makassar, January 15-18, 2020
Reference: Paul Mario Ginting (Penabulu Foundation Manager Unit Fulcra)
Email: mario.ginting1980@gmail.com (0812-1842-4563)
5. In-House Training SANGO Software and Financial Procedure Operational System for OrangUtan Information Centre/OIC (Yayasan OrangUtan Sumatera Lestari-YOSL) in Jakarta, Oct 15-20, 2018
Reference: Faisal (Finance Coordinator OIC)
Email: faisal@orangutancentre.org (0812-6018-340)
6. In-House Training for Fisheries Justice Coalition (KIARA - Koalisi Rakyat untuk Keadilan Perikanan), in Jakarta, September 13-15, 2018
Reference: Susi Oktapiana (Finance Coordinator KIARA)
Email: susi.oktapiana@gmail.com (0812-8087-9896)
7. In-House Training SANGO Software and Financial Procedure Operational System for FOKUPERS (The Communication Forum for East Timorese Women) in Timor Leste, October 17-20, 2017
Reference: Paul Mario Ginting (Penabulu Foundation Manager Unit Fulcra)
Email: mario.ginting1980@gmail.com (0812-1842-4563)
8. Financial Management Training, SANGO Software and Financial Procedure Operational System for Indonesia for Humanity Partners (IKA - Indonesia untuk Kemanusiaan) in Palu, March 1-3, 2016
Reference: Tino Yosepyn (Penabulu Foundation Manager Unit Learn)
Email: tinoyosepyn@gmail.com (0878-7877-6381)
9. In-House Training SANGO Software for HUMA Foundation (Law for The Nation) in Jakarta, September 2016)
Reference: Tino Yosepyn (Penabulu Foundation Manager Unit Learn)
Email: tinoyosepyn@gmail.com (0878-7877-6381)
10. In-House Training SANGO Software and Financial Procedure Operational System for Field Indonesia in Jakarta, July 2015)
Reference: Khairiyah (0812-1308-0603) (Penabulu Foundation Manager Unit Learn)
11. In-House Training SANGO Software for BIGS Foundation (Bandung Institute of Governance Studies) in Jakarta, March 2015)
Reference: Khairiyah (0812-1308-0603) (Penabulu Foundation Manager Unit Learn)
12. In-House Training SANGO Software and Financial Procedure Operational System for Laras Foundation in Samarinda, 2014
Reference: Khairul Anam (0811-554-714) (Finance Manager Laras Foundation)
13. In-House Training SANGO Software including review and mentoring for Indonesian Forestry Certification Cooperation (IFCC) in Bogor, 2013
Reference: Supri (0857-8187-4369) (Finance Manager IFCC)
14. In-House Training SANGO Software and Financial Procedure Operational System for IDRAP Foundation (Indigenous and Rural Community Empowerment Institution) in Kendari, 2013
Reference: Bahaludin (0811-401-339) (Director IDRAP)
15. In-House Training SANGO Software including review and mentoring and Financial Procedure Operational System for Kharisma Bangsa Foundation in Jakarta, 2012
Reference: Khairiyah (0812-1308-0603) (Penabulu Foundation Manager Unit Learn)
16. In-House Training SANGO Software including review, mentoring and Financial Procedure Operational System for Gaya Nusantara Foundation in Surabaya, 2012
Reference: Sigit (0812-1308-0603) (Finance Manager Gaya Nusantara Foundation)
17. In-House Training SANGO Software including review, mentoring, and Financial Procedure Operational System for Caritas Timika Papua Foundation, in Papua 2011
Reference: Hata Manik (0813-8485-1814) (Finance Manager Caritas Timika Papua Foundation)
18. In-House Training SANGO Software including review, mentoring and Financial Procedure Operational System for PKBI Papua, in Jayapura, Papua 2011
Reference: Khairiyah (0812-1308-0603) (Penabulu Foundation Manager Unit Learn)
19. In-House Training SANGO Software for Pattiro Foundation, in Jakarta 2010
Reference: Khairiyah (0812-1308-0603) (Penabulu Foundation Manager Unit Learn)
20. In-House Training SANGO Software including review, mentoring and Financial Procedure Operational System for Satu Dunia Foundation, in Jakarta 2010
Reference: Riska (0812-1308-0603) (Finance Manager Satu Dunia Foundation)
21. Others Institutions and many Foundations...

All the informations above is true and provided here by me all in good faith.

Jakarta, 2023

Sincerely,
Subhan