

# JOVIAN CHEN

## Contact

### Address:

Jl. Dempo Dalam no. 69/369,  
Palembang, Sumatera Selatan,  
Indonesia

### Phone:

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## Languages

Indonesian	– Native
English	– Work Proficiency
Mandarin	– Work Proficiency

## Summary

An experienced translator/interpreter in Chinese, English and Indonesian language. Well-versed in basic office software mainly Excel. Has a background as an accountant, detail-oriented and a zest for learning new things.

## Skill Highlights

- Microsoft Office package: Microsoft Word, Excel, Powerpoint
- SAP Business One
- Strong analytical skills
- Highly data-sensitive
- Quick learner
- Logical thinker
- Innovative

## Experience

**Accounting Assistant** 06/2019 to Present  
**PT. Indonesia Morowali Industrial Park**, Sulawesi Tengah, Indonesia

- Assist accountants in auditing, settlement and reconciliation.
- Monthly inventory and annual inventory check to ensure data consistency and accuracy.
- Work with senior accountants to manage large, complex statistical data of company.
- Proofreading various warehouse receipts and reports.
- Carry out given daily tasks to optimize stability.

**Teacher** 10/2018 to 04/2019  
**PT. Bukit Asam Tbk**, Tanjung Enim, Sumatera Selatan, Indonesia

- Teach basic mandarin lesson to trainees at the company
- Prepare data and information for making regular report on progress of the trainees
- Prepare exam material for final evaluation of training result.

## Education

**Bachelor in International Economics and Trades** 2014 - 2018  
**Shanghai University of Finance and Economics**, Shanghai, China

**Mandarin Language Program** - 2013 - 2014 **Ronghuai International School**, Zhuji, Zhejiang, China

## Certifications

IELTS : 6.5  
HSK : Level 5