



FALCON®
MULTI SERVICES LTD

Falcon Multi Services Ltd

201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

Personal Information

Candidate id	7187
Name	Oktorivan Simanjuntak
Date of Birth	1967-10-01
Salary (in USD)	3300/Per Month
Industry	Production
Sub Industry	Catering
Nationality	Indonesia
Primary Language	English,
Secondary Language	
Total Years of Experience	24

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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PROFESSIONAL SUMMARY Account Payable Supervisor with strong experience in invoice accuracy, vendor relations, and payroll management. Skilled at overseeing end to end processes, streamlining workflows, and supporting financial decisions with reliable reporting. Focused on driving accuracy and efficiency while ensuring compliance across payment operations. Proficient in Excel, MYOB, and ERP systems like SAP/Oracle familiar. Although I am based in Indonesia, I am fully equipped and experienced in working independently, make me a strong candidate for a remote finance role across different time zones.

? Managed high volume invoice processing, ensuring time accuracy, compliance, and payment readiness within tight deadlines...
 ? Streamlined AP workflows through 3-way matching, reconciliations, and vendor query resolution, reducing processing errors.
 ? Support finance leadership by monitoring AP performance metrics and strengthening vendor relationships...
 ? Assisted in resolving invoice issues, such as mismatches or missing information.
 ? Prepared payments instructions and ensure vendor payments were processed on time.
 ? Verified invoice accuracy against PO/receipts to ensure proper documentation.
 ? Provided documents for audits and compliance reviews when needed.
 ? Preparing AP related reports to management.
 ? Manage full cycle payroll, ensuring accurate Time and Attendance, payroll processing, compliance, and reporting.
 ? Prepared bank deposits by compiling data from cashiers, verifying and balancing receipts and sending cash, checks and other forms of payment to banks.
 ? Assisted in document preparation and financial data entry using MYOB, with basic exposure to SAP/Oracle.

? 3 way matching invoices
 ? Account Payable
 ? English fluent (read,speak,write)
 ? MYOB,ERP (SAP/Oracle familiar)
 ? Excel
 ? Checking inventory periodically and accurately.

Education Summary

Course	University	Passing Year	Country
Finance	STIE	1996	Indonesia

Career Summary

Position	Employer	Country	From	To
admin	own business	Indonesia	01/2015	02/2026
Account Payable	Ecosse	Indonesia	09/2012	06/2013

[To View Contact Number, Kindly drop an email to hr6@falconmsl.com](mailto:hr6@falconmsl.com)