



RESUME OBJECTIVE

A talented accounting professional with 15 years of bookkeeping, strong attention to detail, and ability to multitasks seeks to work as an Accountant for the long term basic to effectively carry out functions relating to financial reporting, full set of accounts, bank reconciliations, accounts receivables, accounts payables, payroll, inventory control and so forth. Furthermore, highly trustworthy, discreet and ethical person as well as thorough understanding of GST, CPF, ECI, Tax returns such as Form C, Form Cs, IR8A, IR21 submission, etc.

MS. NWE NI HLAING OO
ACCOUNTANT

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PERSONAL PROFILE

Gender : Female
Marital Status : Single
Race : Burmese
Religious : Buddhist
Nationality : Myanmar
Availability : Immediately
Language : English, Burmese
Salary : **SGD 2,800 – 4,000**
(Negotiable)

PROFESSIONAL EXPERIENCE

Far Star Construction Co., Ltd
Chief Accountant (Aug 2019 – Sep 2022)

Responsibilities

- Responsible for full set of accounts
- Handle month/year end financial and management reports
- Analysis and interpretation of financial results and performance of the company
- Preparation of month end financial closing and general ledger reconciliations
- Ensure compliance with internal control systems and statutory financial regulations
- Supervise and provide guidance to team members to ensure team cooperation and quality records and report to meet all deadlines
- Review areas where processes and procedures could be further improved for greater efficiency
- Monitor cash flow requirement and manage treasury function
- Fixed Asset accounting, reconciliations and depreciation journals
- Check, inspect and reconcile bank deposits and payments
- Examining bank statements and reconciling them with general ledger entries
- Ensure disbursement of fund are in line with approved budget and allocation
- Checking Invoice and Supporting documents that are submitted from all site offices (projects) and obtaining approval for payment proceeding
- Making payments to our suppliers and subcontractors according to internal payment term

Association of Chartered Certified Accountant (ACCA Part 1)

Relevant Coursework

1. Accountant in Business (AB, ACCA Part 1) (Studying)
2. Financial Accounting (FA, ACCA Part 1) (Passed)
3. Management Accounting (MA, ACCA Part 1) (Studying)

- Prepare monthly suppliers and customers statement reconciliations
- Prepare aging reports, credit risk evaluation and credit analysis and follow up on debt collection via phone and email
- Inventory control with accounting record & storekeeper record report
- Liaise with statutory auditors and prepare necessary schedules required for audit
- Perform other related ad hoc duties as assigned to support

London Chamber of Commerce and Industry (Level-3) Group Diploma in Management Accounting (2016)

Relevant Coursework

1. Cost Accounting
2. Advanced Business Calculations (Merit)
3. Management Accounting

Myanmar Synergy Co., Ltd (Head Office – Synergy Truck Pte Ltd, Singapore) Senior Accountant (Dec 2017 – Jul 2019)

Responsibilities

- Maintain and ensure proper accounting and financial management of the organization
- Update, verify and maintain accounting journals, ledgers and other financial records
- Responsible for daily accounting transactions
- Ensure timely, accurate month-end closing and financial reporting to Finance Manager
- Conduct process evaluation of financial statements using specific set of standards, such as IFRS/IAS
- Overall financial control of the company such as budget planning, expenses control and forecasting
- Evaluated and ensured continual improvement in operational efficiency, cost effectiveness and internal controls
- Perform bank reconciliation and liaising with bank for receipt of funds
- Input, check and upkeep all accounting records/ financial transactions in corporate software
- Make sure all records are correlated to the correct costs center
- Ensure that receipts & payments are processed accurately and assist in timely processing of payments through various modes
- Update & maintain fixed asset register (acquisition, depreciation, disposal etc.)
- Manage full spectrum of payroll, managing employee leaves, medical and claim matters
- Prepare audit schedules and assist in auditing matters
- Liaise with external partners including banks, tax authorities, government agencies etc.
- Participate in project endeavors undertaken by the department

London Chamber of Commerce and Industry (Level-3) Group Diploma in Accounting (2016)

Relevant Coursework

1. Accounting (IAS)
2. Advanced Business Calculations (Merit)
3. Business Statistics

Diploma in International Financial Reporting (2018) Association of Chartered Certified Accountants, United Kingdom

Relevant Coursework

1. Explanation and Disclosure of International Accounting Standards (IASs) & International Financial Reporting Standards (IFRSs)

Bachelor of Science with Botany (2006) Yangon University of Distance Education, Yangon, Myanmar

SKILLS & COMPETENCES

- A self-motivated, resourceful and fast learner who is able to balance multiple priorities and meet challenging work demands
- The ability to analyze business finances, market information, accounts and investment opportunities and risks
- Meticulous and deliver tasks on time with quality
- Highly organized; excellent written and communication skills
- Strong presence with the ability to interact with Senior Leadership
- Open minded, able to work fast pace environment and independently with minimal supervision

SKILLS & COMPETENCES

- Certificate of Job Training for Professional Accountant (Singapore)
- Certificate in Book-keeping and Accounts (LCCI Level 2)
- Certificate of Accounting (IAS) (LCCI Level 3)
- Certificate of Information Technology
- Certificate of Final Accounts in Excel Application

COMPUTER SKILLS

- Window 10, Microsoft Office, Email and Internet
- MYOB, Peachtree, QuickBooks, MIT, Auto Count, Tally ERP 9, UBS, ACCPAC Accounting software

Grand Wynn Enterprise Trading Company Finance Executive (Jun 2014 – Nov 2017)

Responsibilities

- Ensure timely, accurate month-end closing and financial reporting to Management
- Manage all accounting operations based on accounting principles
- Prepare budget and financial forecasts
- Conduct month-end- and year-end close process
- Collect, analyze and summarize accounts information
- Manage full set of accounts with MIT ERP Accounting Software
- Maintains accounting controls by preparing and recommending policies and procedures
- Suggest ways to reduce costs, enhance revenues and improve profits
- Responsible for the Accounts Receivable and Accounts Payable functions which include review of invoices, claims, payments, receipts
- Processing suppliers' invoices ensuring they are properly authorized
- Delegate financial responsibilities to account assistant
- Maintain Fixed Assets Register and track existing and new fixed assets
- Prepare and reconcile fixed asset reports and schedules
- Manage and update stock inventory system with good accuracy and report on any discrepancies in stock
- Process salary advance/loan and preparation of monthly payroll for staff
- Review of petty cash transactions in an accurate and timely manner and prepare monthly reconciliations
- Participate in year-end audit process
- Assist in liaising with external auditors, tax agents and professional advisors on related matters
- Outgoing matter of Finance Department as assigned by Chief Accountant

Victoria Shopping Mall

Junior Accountant (Nov 2007 – Jun 2010)

Senior Accountant (Jul 2010 – May 2014)

Responsibilities

- Oversee the financial operations of the organization and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc.
- Responsible for entering financial information and maintaining all financial records with MIT ERP Accounting Software
- Document day-to-day financial transactions and prepare disbursement/deposit/journal vouchers

REFERENCES

- Mr. Arkar Win
Finance Manager
Far Star Construction Co.,Ltd
Hp: +959 421154393
- Ms. Cho Nwe Wint
Chief Accountant
Myanmar Synergy Co.,Ltd
Hp: +959 974307686
- Ms. Aye Mya Mya Lwin
Principal (Stairway Accountancy
Training Centre) & Ex–Audit
Manager (International Business
Management Consultants Pte
Ltd, Singapore)
Email: amml.acca@gmail.com
Hp: +959 7998 41619

- Evaluated and ensured continual improvement in operational efficiency, cost effectiveness and internal controls
- Analysis and interpretation of financial results and performance of the company
- Timely Month-end close and preparation of monthly Financial Statements and Management Report
- Monitored cash flow requirement and manage treasury function
- Supporting for the annual budgeting and planning process
- Prepare, analyse and report weekly, monthly, quarterly gross margin analysis by product and by customer type
- Supervise and provide guidance to team members to ensure team cooperation and quality records and report to meet all deadlines
- Preparing monthly expenses and reports to officers & compliance manager
- Ensure vendors' invoices are checked appropriately to the supporting documents and recorded into system accurately and timely
- Preparing and issue cheque for payment to suppliers & monthly creditor's statement reconciliations
- Maintain fixed assets schedules (additions, disposals, and depreciation)
- Perform payroll calculations and preparation of the required payroll reports
- Prepare audit schedules and assist in auditing matters
- Coordinate and liaise with external parties like external auditors, tax agents and government authorities where required
- Perform other related ad hoc duties as assigned to support

Job Training for Professional Accountant (Singapore) Stairway Academy Co., Ltd, Yangon, Myanmar

The experiences covered were

- Full-set of accounts
- Account Payable/ Accountant Receivable Management
- Prepare CPF e-submission and method for CPF calculation rate
- Submission of GST and schedules for internal record purpose
- Form C/ Form Cs submission to comptroller of income tax
- Estimate Chargeable Income (ECI) submission
- Bank reconciliations, Aging Reports and Statement of Control
- Preparation of financial Report in accordance with Singapore Financial Reporting Standards
- Preparation of IRA8 form and personal income tax submission
- Submission of Tax Clearance IR21
- Preparation of Productivity and Innovation Claims (PIC cash payout)
- Preparation of year end schedule for annual audit and letter requesting for bank confirmations
- Debtors and creditors circularization
- Analysis and interpretation of financial result and performance of the company