



# CHAW SU KYI

## ASSISTANT ACCOUNTANT/ADMIN AND RELATED POSITION

### CARRIER OBJECTIVE

A challenging career opportunity in the field of Accounts and Finance and Financial Analysis (full set) which provided growth and advancement opportunities in various kinds of Business" and utilize my previous work experiences, academic background, communication, leadership skill, inter personnel skill, handle heavy responsibility, work under high pressure and ability to work on my own initiative and as part of a team.

### WORK EXPERIENCE

#### ACCOUNTANT

Stag 84 Trading Co., Ltd

Oct 2022 - April 2025

- Prepared Profit & Loss Statement, Balance Sheet, Trial Balance, and financial statements (Draft Statement)
- Managed complete accounting functions including Accounts Payable (AP), Accounts Receivable (AR), GL posting, and reconciliation
- Ensured timely and accurate month-end and year-end closing
- Upheld fixed asset register and calculated depreciation schedules
- Verified and preserved cash book, bank book, petty cash, and general ledger
- Conducted monthly bank reconciliations
- Recorded journal entries for period-end closings and adjustments
- Organized and maintained both soft and hard copy records for AP and AR
- Handled supplier invoices, purchase orders, work orders, expense claims, and AP transactions
- Verified supplier statements and ensured accurate and timely payments
- Coordinated payment schedules with suppliers to meet deadlines
- Processed payroll calculations for salaries and wages
- Performed various ad-hoc accounting and administrative tasks as assigned

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### EDUCATION

#### Bachelor of Economic (Honours)

University of Economics in Monywa

2013 - 2018

#### Diploma in Accounting and Business

Association of Chartered Certified Accountants - ACCA

- Financial Accounting
- Management Accountint
- Business and Technology

2024- 2025

#### Certification in Booking and Account

London Chamber of Commerce and Industry- LCCI

2015 - 2016

## PERSONAL PARTICULAR

Name	• Chaw Su Kyi
Passport	• MJxxxxxx
Gender	• Female
Date of Birth	• 31-01-19xx
Race	• Myanmar
Religion	• Buddhist
Marital Status	• Single

## Comuter skills

- Accounting Software  
(Xero, Quickbooks, Zoho)
- Microsoft Word  
(Excel, Word, Powerpoint)
- Email and Internet

## Professional skills

- Ability to work under pressure
- Time Management
- Adaptability
- Fast Learner
- Hardworking
- Strong attention to detail

## Language

### English

- Fair command in both written and spoken.

### Burmese

- Ability to read, write and speak fluently as it's my mother tongue.

## Junior Accountant

Jade Castle Co., Ltd

Aug 2018 - July 2022

- Recorded daily sales invoices in the accounting system
- Monitored cash balances in the company's bank accounts
- Created new customer profiles and set up credit term agreements
- Sent statements of account to clients and followed up for payment
- Informed clients promptly of any urgent price changes
- Reviewed accounts receivable and notified the sales team of overdue payments
- Collected outstanding receivables before month-end closing
- Coordinated payment schedules with clients
- Responded to client inquiries via phone
- Sustained both soft and hard copy filing of accounts receivable records
- Prepared monthly sales reports for management
- Participated in weekly team meetings to review credit customers and onboard new clients
- Handled additional accounting and administrative duties as needed to support daily operations.

## UAE On Job Training for Professional Accountant

- UAE Labour Law and Knowledge
- Cash and Bank Reconciliation
- Daily/ Monthly Sales Report, Sales Commission Calculation
- Intercompany Relationships
- Exchange Gain or Loss Process
- Chart of Accounts, Cash Book, Bank Book and Reconciliation, Journal Entries, Full Set of Accounts
- Fixed Assets Registration, Depreciation and Amortization Expense
- Computerized Accounting Software (Zoho, Quickbooks, Xero) knowledge
- VAT Filling Details and Corporate Tax Knowledge
- Fully Support to Auditor's Request
- Business English Communication  
(Email writing, Communication with internal and external organization)

## References

Ms Thandar Tun

Stag 84 Trading Co.,Ltd / HR Manager

Email : thandartun44@gmail.com

Location: Yangon, Myanmar