

**Ms Phyu Phyu Zaw (Cynthia)**  
**Mobile: +95 9 781 436 530 (WhatsApp/Call)**  
**Email: cynthiappz12@gmail.com**  
**Position: Account and Admin**

### **PERSONAL PARTICULAR**

Name	:	PHYU PHYU ZAW
Passport no.	:	MF994275
Gender	:	Female
Date of Birth	:	30.12.1994
Nationality	:	Myanmar
Race	:	Myanmar
Religion	:	Buddhist
Marital Status	:	Single

### **CAREER OBJECTIVE**

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

### **EDUCATIONAL BACKGROUND**

Oct 2023 – Current	:	On job training Singapore Professional Account & Admin
June 2019 – Aug 2023	:	Business Management Advanced Diploma ( Co-operative and Management University in Thanlyin, Myanmar)
July 2015 – June 2016	:	LCCI (III) Diploma in Accounting (UK)

### **EMAIL, COMPUTER & SOFTWARE APPLICATION KNOWLEDGE**

- ✓ Emails, Microsoft Outlook Skills
- ✓ Microsoft Word, Excel, Power Point
- ✓ I stock
- ✓ Myob (Knowledge)
- ✓ Quick Book (Knowledge)
- ✓ Zero (Knowledge)

**EMPLOYMENT HISTORY (From 01/01/2021 To 31/01/2024)**

**Company Name** : **Vietnam-Myanmar United Brother Trading Company(Myanmar)**

**Position** : **Accounts Payable and Receivable**

**Duration** : **3 Years and 1 Months**

**Work Description** :

- Maintain soft and hard copy filling of Accounts Payable and Receivable.
- Support the accounts receivable and accounts payable process when necessary.
- Process customer invoices, purchase order and payments from clients.
- Send statement of account to clients and request payments.
- Discuss payment schedule with related clients.
- Maintain and manage good client relations.
- Inform salespersons of delayed payments.
- Performing day to day financial transaction, including verifying and recording accounts payable.
- Check supplier payments and identify and clear them in the accounting system.
- Involved in resolving discrepancy.
- Handle AP transactions, including preparation of monthly payments, accruals and journal entries.
- Prepare bills, invoices and bank deposits reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Timely preparation of accounts and financial reports to comply with the clients' policies and statutory requirement.
- Generate financial statements and reports detailing accounts receivable status.
- Provide any other financial information required by Director

**EMPLOYMENT HISTORY (From 01/01/2018 To 30/10/2020)**

**Company Name** : **PITI CHAN THAR TRADING COMPANY MYANMAR**

**Position** : **Receivable Accountant**

**Duration** : **2 Years and 10 Months**

**Work Description** :

- Customer payment analysis, tracking & updating cash deposits & report.
- Processing Credit Applications & Credit Limits.
- Monitor customer account details for non-payments, delayed payments & other irregularities.

- Maintain accounts receivable customer files & records.
- Cash receipts and Bank transfer checked & confirmation on daily basis.
- Follow established procedures for processing receipts.
- Send statement of account to clients and request payments.

## **JOB TRAINING (FROM Oct - 2023- CURRENT)**

Training Centre : **Singapore Professional Accountant and Admin** (On Job Training)

Work Description

- :
- Submission of quarterly GST Return ECI and Corporate Income Tax Return.
  - Handle Full Set of Account (AP, AR, Cash/ Bank, Taxation and GL)
  - Employment Income and Personal Income Tax.
  - MOM Application of S pass and Work Permit.
  - Financial Reporting (Balance Sheet, Profit & Loss and Trial Balance)
  - Fully support to Auditor's requests.
  - Fixed Asset Schedule
  - Hire Purchase
  - Lease Accounting
  - Payroll Calculation
  - MYOB Software
  - Xero and Quick books Software
  - Business English Communication  
(Email writing, Communication with internal and external organization)

## **CAREER INTERESTS**

Expected Salary : AED 3000 (Nego)  
 Availability : Immediate  
 Position Finding : Permanent / Contract (Min 2 Yr)

## **LANGUAGE SKILL**

English : Good command in both written and spoken  
 Burmese : Ability to read, write and speak fluently as it's my mother tongue.