



HSU HSU SANDI AUNG

To secure a challenging position that utilizes my years of experience while allowing me the opportunity to grow professionally.

EDUCATION

- Bachelor of Mathematics
- Computer Basic
- Microsoft Excel Business Application
- Computerized Accounting & MYOB
- LCCI Level I & II
- LCCI Level III

BASIC INFO

DATE OF BIRTH : 28 October 1997
MARITAL STATUS : Single
NATIONALITY : Myanmar
RELIGION : Buddhist
GENDER : Female
LANGUAGES : English
Join Status : Immediately
Visa : Visit Visa

CONTACT

+971 544302598
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Building K5, Al Rigga

EXPERIENCE

January 2016 - January 2018

SAMSUNG MOBILE SHOP CASHIER

- Greeting and Communicate with customers and providing good customer service.
- Would clean open and close the shop while having to do the customer service and also as a cashier handled money.
- Making up to date stock list and sending mail to head office.
- Explain to customer about phone specifications and promotions.
- Making Invoice and Receipt, Cash Book for monthly and checking with monthly invoice.
- Sending gmail to vendor and customer, ordering stocks and phone accessories, make closing report and send to Manager for daily and monthly closing.

August 2018 - May 2022

AGB COMMUNICATION CO:LTD ASSISTANT ACCOUNTANT

- Took responsibility for 10 Regional States and making excel files for cash book and check with documents month by month .
- Calculated the revenue month by month and computing to MYOB software and checking files of monthly revenue.
- Calculated and Written Tax Form 2 and sending mail to vendor.
- Calling to regional account for checking cash book different or monthly revenue.
- Opened daily new customers bill invoice and sent to customer and make sure customer got the invoice.
- Check pending payment with Billing team and follow-up to customers.
- Make the monthly closing and report to Senior Accountant and CFO.