



KAUNG HTET HEIN

ACCOUNTANT

CONTACT

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EDUCATION

2015 - 2019

DAGON UNIVERSITY

- Bachelor Bachelor of Arts in Myanmar

SKILLS

- Math Skill
- Good social
- Active and effective Communication Skill
- Team spirit
- Flexibility in work shifts
- Driving Skill
- Financial statement generation
- MS Office Suite
- Financial reporting
- Accounting and bookkeeping
- Data Entry

LANGUAGES

- English (Fluent)
- Myanmar (Fluent)

OBJECTIVE

I'm willing to work as Cost Accountant or Financial Accountant and I want to secure a challenging position in a reputable organization to expand my learnings, knowledge and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to success of the company. Finance Director position is my mission, so I will try very hard to reach my goal.

OTHER QUALIFICATIONS

- Person LCCI Entry 2 certificate in ESOL International (CEFR A2)
- LCCI Level 2 Book-keeping and Account (IAS)
- LCCI Level 3 Diploma in Accounting and Finance
- ACCA Diploma in Accounting and Business (RQF Level 4)

WORK EXPERIENCE

Spring Line Hotel

FEB 2021 - MARCH 2024

Senior & Stock Accountant

- Implemented office policies and procedures to improve office efficiency and reduce costs.
- Reviewed financial statements prepared by junior staff, identifying knowledge gaps and corrections needed.
- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Performed general ledger account reconciliations, generated financial statements and created consolidations.
- Organised and prepared accounts for industry audits, as well as supporting audit processes.
- Coordinated month-end closing processes to ensure completion ahead of aggressive deadlines.
- Completed updates to general ledger by adding latest entries, submitting them accurately and within timeframes.
- Generated quarterly financial reports to detail company revenues and expenses.

My Little Queen Cafe & Restaurant

JAN 2020 - DEC 2020

Accountant

- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Generated quarterly financial reports to detail company revenues and expenses.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Coordinated month-end closing processes to ensure completion ahead of aggressive deadlines.
- Produced monthly and year-end closing statements, financial documents and invoices.

Unique Cafe

MAY 2019 - JULY 2019

Budgeted Financial Project