



KHAING YIN MON@ Khai

Accountant

Objectives

As a seasoned accountant with 7 years of experience, I am seeking a challenging role in a reputable company where I can leverage my expertise in Financial Reporting, Account Payable, Account Receivable, CPF, ECI, GST, Form C/Cs, and Income Tax Computations. Proven skills in optimizing regular accounting systems and a passion for strategizing in new systems to enhance efficiency. Committed to contributing to company growth while continually expanding my knowledge in the dynamic field of accounting.

Professional Experience

Accounts Executive (Nov 2019 – Oct 2022)

Htoo Group of Companies (Zoo and Gardens Business Unit)

Responsibilities,

- Handle full spectrum of financial accounting (AR, AP, GL, Cash Book, Cash Trial, Bank Reconciliation and Payroll Processing).
- Handle accurate and timely month-end closing, preparation of monthly management reports and annual financial reports.
- Managed petty cash and maintained petty cash trial records.
- Prepared and processed payments to suppliers and service providers.
- Review monthly bank reconciliation statement, fixed assets register and supporting schedules.
- Assisted in budget preparation and financial forecasting and monitored budget performance and reported any variances.
- Processed invoices, purchase orders, and expense reports.
- Maintained accurate and up-to-date financial records into UBS Accounting Software.
- Assist to Finance Manager for restructuring of finance department to set up the accounting flow for every single project.
- Prepare payroll functions to ensure that employees are paid in timely and accurate manner, overtime computations and timesheet verifications.
- Perform preparation of external audit material and external financial reporting.

Junior Accounts Executive (Nov 2017 to Oct 2019)

Sae Paing Development Company Limited (Construction)

Responsibilities,

- Handle monthly project cost reports and monthly stock reports.
- Monitored Cash Book, Bank Book, General Ledger, and Cash Trial.
- Ensure that receipts & payments are processed accurately and assist in timely processing of payments through various modes.
- Generated customer contracts and statements, Reconciled customer accounts and followed up overdue accounts.
- Coordinate and lead the annual audit process, liaise with external auditors.
- Performed diligent reconciliation tasks including bank reconciliation, Accounts Receivable and Payable, Fixed asset register reconciliation.
- Assist to Finance Manager in restructuring the finance department to establish a streamlined accounting flow for each project.

Contact

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🏠 Yangon, Myanmar

Personal Info

DOB : 04, Aug 1997
Passport : MH153450
Nationality : Myanmar
Religion : Buddhist
Marital Status : Single
Availability : Immediate
Expected salary : \$1200 (Nego:)

Academic background

- ✓ Association of Charter Certified Accounts (ACCA Part 1) 2023
- ✓ Bachelor of Arts (English - East Yangon University) 2017
- ✓ London Chamber of Commerce and Industry (LCCI I, II, III) 2017

Software

- ✓ UBS Accounting Software
- ✓ MYOB
- ✓ Microsoft (Word, Excel, PowerPoint, Outlook)
- ✓ Training in SAP

Professional Skills

- ✓ Financial Reporting
- ✓ Budgeting and Forecasting
- ✓ Risk Management and Internal Control
- ✓ Able to work under pressure
- ✓ Good at time management
- ✓ Interpersonal skill
- ✓ Team player & Fast learner
- ✓ Detail oriented & Hardworking
- ✓ Funny and Smart

Language

- ✓ English (Pre-intermediate)
- ✓ Burmese (Native)
- ✓ Chinese Speaking studying

Professional Experience

Assistant Accountant and Admin (Sep 2015 – Aug 2017)

B'smart Telematic (GPS system installation)

Responsibilities,

- Data entry of all financial transaction such as income, expenditure, inventory.
- Prepare financial documents such as invoices, bills, accounts payable and receivable.
- Processed supplier and customer invoices and facilitated timely payments.
- Handled customer quotations, cash collection, and maintained accurate records.
- Tracked stock balances and Generated monthly stock reports.
- Answered incoming phone calls and took messages, monitored Email and forwarded important emails to relevant departments.
- Performed other ad-hoc duties relating to admin and HR.

JOB TRAINING (2023)

Training Centre: Singapore Professional Accountant and Admin

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 Applications of S pass and Work Permit
- Calculation of Payroll and CPF
- Knowledge of Hire Purchase and Bank Loan
- Payment and Receipt over sea company (TT, Cheque and LC)
- Financial Reporting (Balance Sheet, Profit and Loss, Trial Balance)
- Fully support to Auditor's requests

