



MIN KHANT KYAW

ACCOUNTS EXECUTIVE & RELATED

Efficient accounting professional offering over 6 years' experience in accounting workflows in support of a fast-paced environment. Looking to secure a position at an organization that challenges my skills and allows for further career growth.

CONTACTS



+971542503596 (WhatsApp)



minkhantkyaw2908@gmail.com



Room No 1, Al Satwa Street,
Yousuf Building, Dubai, UAE.

EDUCATION

- ❖ **Bachelor of Arts (English)**
Dec 2012 - Sep 2016
University of Bago
- ❖ **Diploma in Accounting & Finance**
Dec 2018 - Dec 2019
Pearson College London (LCCI)
- ❖ **Diploma in Accounting & Business**
Jan 2024 - Attending
ACCA (BT, MA & FA)

PERSONAL DETAIL

Date of Birth : 29 August 1996
Gender : Male
Marital Status : Single
Passport No : MH160021
Nationality : Myanmar
Availability : Can Join Immediately
Salary : Negotiable

WORK EXPERIENCE

Accounts Executive

Apr 2021 – Jan 2024

[Fair Deal Company Limited]

(Distribution & Trading)

Duties & Responsibilities

- Handled full sets of accounts including AP, AR, GL.
- Utilized accounting software systems effectively for daily tasks.
- Ensured data integrity and accuracy in accounting software.
- Monitored accounts receivable aging and followed up on overdue payments.
- Processed payments to vendors and suppliers accurately and on time.
- Reconciled customer accounts and vendor statements and resolve discrepancies.
- Reconciled bank statements and ensured accuracy of transactions.
- Assisted in internal and external audits by providing documentation and explanations.
- Prepared tax computations and liaised with external tax advisors or authorities as needed.
- Assisted in month-end and year-end closing activities, including preparation of journal entries, accruals, and reconciliations.
- Prepared and analyze financial statements, including balance sheets, income statements, and cash flow statements.

Accountant

Apr 2018 – Mar 2021

[Tharaphu Soe Myint Company Limited]

(Trading)

Duties & Responsibilities

- Utilized accounting software systems effectively for daily tasks.
- Generated and issued invoices to customers accurately
- Monitor accounts receivable aging and follow up on overdue payments.
- Reviewed and verified invoices, purchase orders, and expense reports for accuracy and completeness.
- Obtained approvals for invoices and ensure timely payment to vendors.
- Maintained and updated general ledger accounts and sub-ledgers as necessary.
- Assisted in the preparation of financial analysis reports, variance analysis, and budget vs. actual comparisons.

HARD SKILLS

Microsoft Office Suite

Xero (Advisor Certified)

QuickBooks

MYOB, SAP B1 and ODOO

Infosys Banking Software

Accurate data entry

Billing and record-keeping

Financial Reporting

SOFT SKILLS

- ✓ Honesty and Hardworking
- ✓ Fast-Learning
- ✓ Attention to detail
- ✓ Problem-solving skills
- ✓ Time Management
- ✓ Active Learning

LANGUAGE

- ✓ Myanmar (Native)
- ✓ English (Intermediate)

**HEREBY CLAIM THAT ALL
DETAILS MENTIONED ARE
REAL AND TRUE.**

SOCIAL



facebook.com/Min Khant Kyaw



twitter.com/Min Khant Kyaw



[https://www.linkedin.com/in/
min-khant-kyaw-4a8367284](https://www.linkedin.com/in/min-khant-kyaw-4a8367284)

WORK EXPERIENCE

Cashier cum Admin Assistant
[Myawaddy Bank Limited]

Jan 2017 – Feb 2018

(Banking)

Duties & Responsibilities

- Performed cashier duties, including handling saving deposits, withdrawals, drawing, encashment and payment vouchers transactions.
- Maintained accurate records of daily transactions and reconciled discrepancies.
- Provided excellent service for customer, addressing inquiries and resolving complaints promptly.
- Assisted in administrative tasks such as data entry, filing, stationery stocks and document preparation.
- Collaborated with team members to ensure smooth operation of the cashiering and administrative functions.
- Upheld compliance with company policies and procedures.
- Maintained and updated Cash Book, Petty Cash Book and checked with hand balance.

Job Training for Professional Accountant

Linn Accounting Services Co., Ltd. (Singapore)

- Full Set of Accounts
- Proper Key in System Purchase Order, Goods Received Note, Purchase and Payment Cheque
- Proper Key in System Quotation, Sales Order, Delivery Order, Invoice and Received Cheque
- Payable Reconciliation and Receivable Reconciliation
- Receivable Management and Payable Management with Customer and Vendor according ageing
- Bank Reconciliation and Stock Management
- Fixed Assets Register
- Prepare Financial Report in accordance with Singapore Accounting Standard
- Calculation CPF and Practice CPF E-Submission
- Practice Handle GST Matters and GST Submission (F5, F7 & F8)
- Practice Form C, Cs submission and ECI Submission (IR8A)
- Practice Personal Income Tax AIS Submission (IR21)
- Prepare Year End Process and Audit Schedule

REFERENCE

Mr. Wai Lin Oo

Managing Director

Linn Accounting Services Co.,Ltd

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