



MS. KYAWT KAY KAY

Account / Admin Assistant

CONTACT



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Al Bustan Building , Ajman,
United Arab Emirates

PERSONAL INFO

DOB : 09/12/2001

Nationality : Myanmar

Marital Status : Single

Availability : Immediately

Expected salary : (Nego)

EDUCATION

- ❖ **Bachelor Of Law (Second Year)**
Dagon University
- ❖ **Diploma in Accounting & Finance**
LCCI - III (UK)
 - Advance Business Calculation
 - Cost & Management Accounting
 - Accounting (VQR)
- ❖ **Diploma in Accounting & Business**
ACCA Part 1 (studying)
 - Business and Technology (BT)
 - Management Accounting (MA)
 - Financial Accounting (FA)

PROFILE

Dedicated and detail-oriented professional with overall 4 years of extensive accounting experience, adept in managing the full spectrum of accounting functions including accounts payable, accounts receivable, bank reconciliation, and fixed asset depreciation and managing inventory.

WORK EXPERIENCE

Junior Accountant

(Jan' 2021 – Feb' 2024)

Myanmar Create Promote Refine Trading Co., Ltd

Myanmar

Responsibilities;

- Handled full set of Account according to FRS.
- Prepared monthly for expenses, income, accounts receivable and payable reported to the directors and finance manager.
- Monitored budgets and prepared cash flow projections.
- Achieved bookkeeping tasks including general ledger, fixed assets, monthly depreciation, cash management, and bank reconciliation in MYOB (ABSS) software.
- Processed and composed employees' expense claims against receipts for reimbursement.
- Ensured accurate and timely recording and banking of incoming cheques.
- Assisted and managed the office's expenditure and petty cash within expenditure budgetary control.
- Managed AR debt collections and generate monthly SOA and pursued overdue invoices.
- Managed payment processing to suppliers using cheque or telegraphic transfer.
- Inspected and controlled the monthly consignment shops, including overseeing the closing stock, suggesting a hands-on approach to inventory management.
- Any other ad-hoc duties assigned Job's experience detail.

LANGUAGE

- ❖ English 4 Skills (**Fluent**)
- ❖ Burmese (**Native**)

TECHNICAL SKILL

- ❖ Full Set of Accounts
- ❖ Microsoft Office (Word, Adv Excel)
- ❖ QuickBooks Software
- ❖ MYOB (ABSS) Software
- ❖ ZOHO Software
- ❖ Tally ERP Software

PROFESSIONAL SKILLS

- ❖ Interpersonal skill
- ❖ Flexibility Skill
- ❖ Teamwork Skill
- ❖ Problem solving Skill
- ❖ Hardworking Skill

CARRER OBJECTIVE

Exceptionally Skilled Accountant with a proven record of contributing to business success and financial solvency by proactively monitoring and maintaining records of assets and liabilities, presenting essential financial information to management, and ensuring that all transactions are accurately recorded and filed. Seeking a long-term position that will allow the utilization of my problem-solving skills and develop analytical skills, as well as an advanced understanding of Financial Reporting.

Accounts Assistant

(July' 2019 – Dec' 2020)

NELSON English Language Centre

Myanmar

Responsibilities;

- Responsible for a full set of financial accounting activities.
- Conducted full spectrum of bank reconciliation, accounts payable, and accounts receivable duties such as payments, generating corporate sales invoices and official receipts .
- Handled the processing of payments to suppliers, ensuring timely and accurate transactions.
- Managed all intercompany transactions & petty cash reimbursement.
- Responsible for monthly payroll administrative.
- Inspected and controlled the monthly inventory.
- Supported operations and day-to-day administrative duties.

REFERENCE

Mr. Aung Kyaw Htoo

Finance Manager

Myanmar Create Promote Refine Trading Co., Ltd.

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