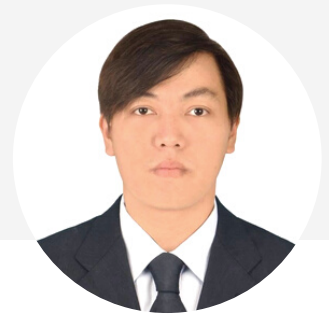


# MIN THEIN KYAW

## R E S U M E



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✉ mr.ghoolay20@gmail.com

📍 Dubai, UAE

Visa Status - Visit Visa

Nationality - Myanmar

Religious - Buddhist

DOB - 1 May 1996

Height - 182 cm

Weight - 75 kg

## SKILLS

- Cash Management
- Team Management
- POS System
- Inventory & Stock Management
- Time Management
- Accounting

## EDUCATION

### MATRICULATION EXAM PASSED

International Class Education Center  
2012

### DIPLOMA IN ACCOUNTING (LCCI LEVEL 3 UK)

U Nay Lin Aung  
2014

### CERTIFICATE IN BUSINESS MANAGEMENT

STI University x National Management  
College  
2013

## LANGUAGES

- English (Fluent)
- Burmese (Native)

## PROFILE

Experienced and energetic team-player and multi-talented with experiences effectively managing job tasks & giving customer services from conception to completion.

## EXPERIENCE

### ERP SOFTWARE ACCOUNTANT

Consumer Goods Myanmar Beverage, Yangon, Myanmar  
2021 - 2024

- Checking all the transactions from the POS (DGRN, etc...)
- Checking the purchasing orders
- Checking the cash in/cash out for mobile bank transfers (KBZpay, WavePay, etc...)
- Resolving the POS & Invoice Errors
- Tracking the stock movements
- Releasing/Rebooting the software to avoid the issues
- Issuing the gift cards, and processing the refund cases

### JUNIOR ACCOUNTANT & STOCK CONTROLLER

Success World - MPT Telecom, Yangon Myanmar  
2015 - 2020

- Managing & Distribution of the MPT Top Up for the suppliers
- Tracking the payments from the suppliers
- Tallying the total amount of the distributed top up
- Checking all the cashflows are accurate on real-time
- Making balance sheet (Cashflow), trading profits and loss
- Preparing accounts and tax returns.
- Auditing financial information about the distributors
- Compiling and presenting reports, budgets, business plans, commentaries and financial statements.