



Ms. Khin Lin Htet

Accountant

CONTACT



+959425822148



khinlinhtet3495@gmail.com



Myanmar

PERSONAL DETAILS

Passport No	MH531443
Nationality	Myanmar
Gender	Female
Marital Status	Single
Religion	Buddhist
Date of Birth	05 May 1995
Expected Salary	AED 4000
Availability	Immediately

EDUCATION BACKGROUND

- ❖ **Bachelor of Arts (Myanmar)**
Dawei University, Myanmar (2016)
- ❖ **Diploma in Accounting and Business**
(ACCA Part 1(UK))
- ❖ **Studying Association of Chartered Certified Accountant**
(ACCA Part 2(UK))
- ❖ **Group Diploma in Accounting**
(LCCI level-3(UK))
- ❖ **Diploma in Computerized Accounting** (Auto Count-UK)

PERSONAL SKILLS

- ❖ Dealing with numbers, figures and calculations in a financial context and keeping records of all the financial affairs of the business
- ❖ Working effectively within a team to accomplish key objectives
- ❖ Strong problem resolution skills and an ability to remain cool, calm and collected under pressure

CAREER OBJECTIVE

Looking for a challenging role in a reputed company to utilize with my over 8yrs accounting skills and financial management, analytical and problem-solving skills that can contribute to the company's growth as well as enhance my knowledge by exploring new things. Offers insight into financial reporting, specialized in CPF and GST submission and Income Tax computation. I am a good team member for trying to achieve your organization's objectives.

WORKING EXPERIENCE

Senior Accountant	01Jul2019 – 31Oct2023
KL SEVEN AUTO SERVICES LTD	Yangon, Myanmar
Responsibilities,	
<ul style="list-style-type: none">Handled full set accounts and delivered timely and responsible for monthly closing activities.Maintained and reconciled general ledger accounts including AP, AR and Fixed Assets.Analysed and interpreted of financial results and performed of the company.Ensured timely completion of all balance sheet schedules and account reconciliations.Prepared payroll for staff, checked all source documents, payment vouchers, bank receipts etc.Monitored of daily bank balance and monthly bank reconciliations.Prepared SOA and chasing customers for payment in timely basis.Ensured accounts payable year-end closing procedures are completed efficiently.Managed petty cash book and cash disbursements.Analysed the revenues, cost and expenses to ensure that they are recorded in appropriate ledgers and correcting discrepancies.Traced ledger of inventory with register from store department.Liaised with external parties including suppliers, bankers, auditors and tax agent.	

Accounts Executive	Jan2017 – Jul2019
AA MEDICAL PRODUCTS LTD	Yangon, Myanmar
Responsibilities,	
<ul style="list-style-type: none">Handled full set (Account Receivables , Payables and GL functions).Arranged Monthly / Quarterly financial forecast reporting to the management.Set monthly/ quarterly/ annual Sales Budget between clients and suppliers.Checked and verifacated of incoming invoices from suppliers.Liaised with suppliers for quotations and negotiation on new and price revision items from suppliers.Performed AP duties which includes payment processing and ensure proper supporting documents for approval of payments.Assisted in tabulating monthly summaries for taxi fare and telephone usage.Managed month-end and year-end closing.Prepared of monthly balance sheet reconciliations.Performed bank reconciliations and dealt with bank and finance department on all financial matters.Performed team processes and more complex activities.	

COMPUTER SKILLS

- ❖ Window 10, Microsoft Office
- ❖ Email and Internet
- ❖ MYOB, I Ledger, Auto Count, Tally ERP 9, ACCPAC, Xero Accounting software

CERTIFICATES

- ❖ Certificate of Job Training for Professional Accountant (Singapore)
- ❖ Certificate of Book-keeping and Accounts (LCCI Level-2(UK))
- ❖ Certificate of Applied Professional Accountant Course
- ❖ Certificate of Corporate and Business Law (ACCA part-2)
- ❖ Certificate of Taxation (ACCA part-2)

LANGUAGE PROFICIENCY

- | | |
|---------|----------------|
| English | - Intermediate |
| Burmese | - Native |

REFERENCES

Ms. Ei Ei Phyo
(Financial Manager, KL Seven Auto Services Ltd)
Email: eiphyo071@gmail.com

Ms. Aye Mya Mya Lwin
Principal
(Stairway Accountancy Training Centre) & Ex–Audit Manager
(International Business Management Consultants Pte Ltd, Singapore)
Yangon, Myanmar.
Email: amml.acca@gmail.com
Hp: +95 97998 41619

Accounts Assistant

April2014 – Nov2016
Yangon, Myanmar

MEDILAND HOSPITAL

Responsibilities,

- Managed and performed data entry for daily accounting transaction.
- Maintained and reconciled general ledger accounts with sub ledger accounts.
- Prepared for Fixed Asset Register and financial documents such as invoices.
- Sorted financial documents and post them to the proper accounts.
- Vouched expenses with supporting documents.
- Reviewed invoices and checked payment requests Preparation of Invoices and Packing list.
- Monitored of Accounts Receivable collections and aging Reports.
- Traced ledger of inventory with register from store department and reporting.

JOB TRADING FOR PROFESSIONAL ACCOUNTANT (SINGAPORE)

Stairway Academy Co., Ltd, Yangon, Myanmar

The experiences covered were

- Full-set of accounts and Account Payable/ Accountant Receivable Management
- Prepare CPF e-submission and method for CPF calculation rate
- Submission of GST and schedules for internal record purpose
- Form C/ Form Cs submission to comptroller of income tax
- Estimate Chargeable Income (ECI) submission
- Bank reconciliation, Aging Reports, Statement of account and Debtors /creditors circularization
- Preparation of financial Report in accordance with Singapore Financial Reporting Standards
- Preparation of IRA8 form and personal income tax submission
- Submission of Tax Clearance IR21
- Preparation of year end schedule for annual audit and letter requesting for bank confirmations
- Analysis and interpretation of financial result and performance of the company

SUMMARY

To obtain a position that utilizes my educational background and wish to get more experience. I do certify that above statements are true and correct for the best of my knowledge.

Thanks & Best Regards,

Khin Lin Htet

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