



# SU YADANAR

## ACCOUNTANT/ CASHIER

### PROFILE

I am getting ready to welcome new challenges and new environment. So, I am seeking a position where I will be able to contribute my skills, knowledge and experience to the company that will give me an opportunity to develop my career. Willing to be a part of dynamic company for long term.

### WORK EXPERIENCE

#### Aung Family Trading Co., Ltd.

Accountant cum Cashier

2021- 2023

- Prepare full set monthly management accounts and related schedules timely
- Performed day to day accounting functions < such as Account Receivable, Account Payable, Petty cash and General ledgers >.
- Handling Daily Cash Transactions and Closing Balance Daily Cash Book.
- Monthly report to management on status of payments, cash flow and bank reconciliations in a timely manner.
- Handle queries from suppliers on outstanding invoices and payment.
- Calculated payroll by checking staffs' attendance records and calculation of payroll including overtime payment computation.
- Any others ad-hoc duties.

#### Asia Green Development Bank Limited

Bank Assistant

2017 - 2021

- Review Loan Case Documents and prepare supporting schedules.
- Inspect to the Field and Report to loan Managers.
- Reviewing applicants' financial status, credit history and ability to repay the loan.
- Loan and Over draft accounts Opening and Closing.
- Assist with clients account management, along with accurate and careful data entry of customer detail.
- Preparation for Daily Report, Monthly Report and Quarterly Report.
- Other Account related ad-hoc duties.

#### Mercury Ray Manufacturing Co., Ltd.

2011 - 2016

Cashier

- Handling Daily Cash Transactions (Local Currency and Foreign Currency).
- Maintain daily cash in / out flow records property.
- Billing processing intercompany transactions
- Physical safeguarding of cash.
- Any ad-hoc duties as assigned.

### REFERENCE

#### Mr. Wai Lin Oo

Managing Director  
Linn Accounting Services Co., Ltd.  
Phone: +95 9 420104888  
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#### Win Win Myint

Loan Manager  
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### CONTACT

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Al Rigga Duba

### EDUCATION

2011  
DAGON UNIVERSITY

- Bachelor of Science  
Biochemistry

2012

- Diploma in Management  
Accounting (LCCI) Level I, II, III

### SKILLS

- Accounting
- Data Entry
- Microsoft office
- QuickBooks
- ERP
- Teamwork
- Problem Solving
- Time Management

### LANGUAGES

- English (Intermediate)
- Myanmar (Native )
- Japanese (Basics)