



# Thet Paing Hmue

## CONTACT



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## PERSONAL INFORMATION

Date of Birth : 27.04.1990  
Passport No : MH921109  
Nationality : Myanmar  
Gender : Male  
Marital Status : Married  
Expected Salary : Negotiable  
Availability : Immediately

## EDUCATION

Bachelor of Commerce (B.com)  
Yangon University of Economic  
2011

Diploma in Logistics & Supply Chain  
Management  
Institute of Commercial Management  
(ICM), 2022

Practical Approach to International  
Trade Course  
UMFCCI (Yangon), 2017

## SKILLS

- Microsoft Office, Excel, PowerPoint
- Advanced Excel
- MYOB Software, ERP
- Inventory Management
- Taxation Knowledge
- Corporate Auditing
- Financial/Accounting Reporting

## CAREER OBJECTIVE

To work in a creative and challenging environment where I could constantly learn being innovative, flexible, honest and successfully deliver solution to problems using my capability and hard work. Seeking a responsible job with an opportunity for professional challenges. To use my skills in the best possible way for achieving the company's goal.

## WORK EXPERIENCE

### Junior Commercial Executive

#### Virginia Tobacco Co., Ltd

2015 – 2024

- Coordinate daily operational activities, including order processing, inventory management, and logistics coordination.
- Monitor and track orders, shipments, and deliveries to ensure timely and accurate fulfillment.
- Oversaw and manage inventory control processes to ensure accuracy and minimize stock discrepancies.
- Collaborated with procurement, finance, and operations teams to audit adjustments and optimize inventory management processes.
- Coordinated transportation of shipments to destinations, tracked shipments for timely delivery, and updated stakeholders.
- Worked with clearing agents and customs to maximize efficiency, studied shipment routing and scheduling, consolidated freights and costs, and reported to management.
- Handled tax and stamp procedures, managed USD remittances to overseas suppliers via LC & TT.
- Updated all transactions in the system, ensuring data accuracy for daily allocation, goods receipt, and defective booking.

### Accountant and Inventory Control

#### Veopel Kids Wears and Accessories

2014 – 2019

- Maintained full set of accounts, managed day-to-day accounting operations.
- Checked accuracy of employees' expense claims and managed accounts payable and receivable.
- Skilled in managing accounts payable and receivable, including the verification of salary components such as overtime and leave.
- Conducted regular inventory audits, identified discrepancies, investigated root causes, and implemented corrective actions.
- Managed POS activities, including barcode creation, inventory adjustment, and generating comprehensive reports.
- Prepared and submitted VAT refund requests to tax authorities, ensuring compliance with tax laws and maximizing financial returns.

## STRENGTH

- Excellent Communication
- Independent and Team-oriented
- Strong Knowledge in Taxation
- Proficient in Internal Corporate Auditing
- Effective Inventory Management
- Adaptable to Corporate Culture

## LANGUAGE

English : Intermediate

Burmese : Native

## SINGAPORE ACCOUNTING JOB TRAINING

### SSKO Financial Training Centre (Yangon)

- Preparing full set of account
- Preparation of AGM papers, director's resolutions
- Filing of annual return to ACRA
- Preparing GST schedule and submission of GST (F5)
- Filing of ECI (Estimated Chargeable Income)
- Filing of form C / form C-s / form C-s (lite)
- Calculation and submission of CPF
- Calculation of salary (payroll) for staff
- Recording of account receivable and payable (Ageing)
- Preparing fixed assets and depreciation schedule
- Preparing personal income tax and corporate income tax calculations
- Preparing IR8A and IR21 - tax clearance forms
- Preparing audit schedules
- Preparing and closing full set of financial statements and producing reports using MYOB software
- Coordinate and liaise with external parties like external auditors, tax agents, corporate secretarial agents, local tax and government authorities (ACRA & IRAS)

## Internal Audit

### City Mart Holding Com., Ltd

2012 – 2014

- Checking and reporting for expired and damaged stock
- Checking for cash verification of sale counter cash and petty cash
- Stock spot check
- Ground stock tacking
- Checking fixed assets & current assets
- Checking the store receiving process, Goods exchange & Return
- Checking for Branch Manager Handover
- Checking for Generator Lubricant & Running hours
- Spot check for car diesel
- Check Stocks, Transfer, Sale & Balance
- Stock write-off checking
- Season Bakery: stock spot check (Premix & Finished Goods), Utensils, Raw Materials
- Prepared weekly, monthly, and inventory expired reports; assisted in KPI reports and performance appraisals.
- Managed various internal administrative duties related to auditing.