

Ye Naing Lin

Tel: +971507562147 | Email: yenainglin527@gmail.com

Al Rigga Road, Old Ramee Building, Dubai City

Nationality: Burmese | Marital Status: Single | Religion: Buddhism | Birthday:
14.5.1994



Work Experience

**KBZ BANK-Senior Assistant,(Operation Function,Wholesale Banking
Operation,Foreign Remittance Operation)-(Yangon,Myanmar)**

09/2021 - 12/2021

Inward Remittance Assistant

- Managed end-to-end processes for receiving and verifying inward remittances, ensuring strict compliance with regulations.
- Handled documentation, communicated effectively with clients, and reconciled financial records.
- Identified and mitigated risks, utilized advanced banking software, collaborated seamlessly with other departments, and actively supported internal and external audits.
- Developed strong communication skills for international interactions and implemented robust systems for transaction tracking and quality assurance.

Payroll Assistant

- Processed monthly payroll for bank employees, efficiently managed new hires and terminations in the payroll system, audited payroll data for errors, and generated detailed reports for management.
- Reconciled payroll accounts, ensured the utmost confidentiality, and actively participated in system maintenance.
- Calculated and reconciled payroll liabilities, strictly adhered to data security policies, and collaborated seamlessly with IT for system upgrades.
- Conducted regular audits, expertly handled international payroll, and collaborated effectively with various departments for cross-functional projects while maintaining stringent controls and meeting deadlines.

LLUVIA Limited (CDSG) -Operation Admin(Yangon,Myanmar)

11/2020 - 06/2021

- Played a pivotal role in successfully launching a pilot project for coffee production, significantly contributing to project goals and objectives.
- Established streamlined administrative processes, collaborated seamlessly with departments to ensure smooth operations, and adeptly managed a diverse team.

- Supervised resource allocation, coordinated procurement, and meticulously created detailed project documentation.

- Monitored project expenses, ensured adherence to budget constraints, and implemented stringent quality control measures for coffee production.

AYA BANK-Senior Banking Assistant(Yangon,Myanmar)

04/2016 - 09/2020

- Effectively managed customer inquiries, provided comprehensive account management services, and ensured strict compliance with banking regulations.

- Skillfully handled foreign exchange transactions, offering detailed information on exchange rates and executing transactions with precision.

- Actively contributed to team training initiatives, fostered collaboration with various departments, and prepared insightful daily reports on foreign exchange activities.

- Diligently oversaw risk management and compliance with anti-money laundering policies, maintaining accurate records of all transactions.

Education

Bachelor of Science (Mathematics)

12/2010 - 09/2015

Dagon University(Yangon,Myanmar)

COURSES AND TRAINING

"2014 Winter Volunteer Program in Myanmar"-Dagon University(Yangon,Myanmar)

The collaboration between Dagon University and Pusan National University in the Republic of Korea was conducted from January 17, 2015, to February 1, 2015.

Basic Banking Training Batch (70)-AYA Bank(Yangon,Myanmar)

04/2016 - 05/2016

Advanced Excel Training Batch (4)-AYA Bank(Yangon,Myanmar)

03/2017

The Certificate of Human Resource Management (Yangon,Myanmar)

06/2019 - 07/2019

Skill

Language(Burmese)



Language(English)



Basic Computer Skill



Advanced knowledge of banking operations and regulations

