



MS KYAL SIN LIN

Dubai, UAE

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Objective

I am so much passionate in cashier jobs and Accounting jobs. If I have an opportunity to work with your company, I can do the best as I am extroverted personal, I am good communication & good customer-service and honest & friendly. So I will do the best with team work not only your company but also environment.

Experience

- Kinetic Myanmar Technology** July 2020 - Feb 2021
Junior Billing Coordinator
 - To notice to customer for bill payment
 - To make invoice and receive with CRM software
 - To collect bill charges from customer
 - To check bank payment and transaction.
 - To report to Chief Accountant
- Shwe Wutt Yee International Lottery** March 2021 - Dec 2021
Junior office cashier
 - To entry customer cash payment and card payment in Odoo software
 - To prepare lottery items for delivery and sales
 - To check lottery stock every week
 - To report to Senior Accountant
- DAAMAK AGRO Co.,Ltd** Feb 2022 - Aug 2022
Warehouse Cashier
 - To prepare warehouse staff attendance and daily labor
 - To prepare excel file for warehouse daily expense and income.
- DAAMAK AGRO Co.,Ltd** Sept 2022 - Feb 2023
Office cashier and Admin
 - To entry for office daily income and expense in software.
 - To check attendance of office staff.
 - To entry beans stock (only entry level)
 - To extension foreigner Form C
 - To go government offices for foreigners and staff case.
- DAAMAK AGRO Co.,Ltd** Mar 2023 - Jan 2024
Junior Accountant
 - To entry office daily income and expense.
 - To prepare payroll for office staff and warehouse staff.
 - To check bean stock and entry.
 - To go bank for payment.
 - To contact to supplier and customer.
 - To buy for office items and warehouse production items.
 - To check country currency and bean price from agency and other warehouse.
 - To report details to Chief Accountant
- VIVA supermarket (UAE)** Feb 2024 - Dec 2024
Cashier (Training Team Member)
 - To stay in counter.
 - To display item probably.
 - To check stocks.
 - To close counter.

- **Best Smoke + Crown Vape (UAE) (2 shops)**

3.Jan.2025 - 15.March.2025

Shop Manager + Accountant

- To manage 2 shop

(Staff timetable, staff interview, staff management, salary payment)

- To entry in ERP software

- To calculate cash and card report for 2 shop everyday.

- To calculate daily profit for 2 shops.

- To make purchases invoice and entry in software.

- To manage supplier payment.

- To make order products for shop.

- To check expired date.

- To check ground stock.

- To calculate profit and loss statement.

Education

- **University of Economic**

2018-2020

Statistics Major (Second year)

- **Myanmar Management Institute**

Jun 2021 - Jun 2022

Diploma of Financial Management

- **WIN BO MYINT Accounting Training Center**

Sept 2021 - Jan 2022

Dip IFR Basic class

- **AUNG NAING Institute of Finance and Accountancy**

Jan 2020 - May 2020

Bookkeeping and Accounting LCCI LEVEL 2 (UK exam passed)

- **AUNG NAING Institute of Finance and Accountancy**

July 2022 - Dec 2022

Bookkeeping and Accounting LCCI LEVEL 3 (Certificate)

- **KMT Computer Training Center**

Nov 2018 - Dec 2018

Computer class

- **SSKO Management Training Center**

Aug 2021 - Nov 2021

MYOB Accounting software

Skills

- - Active - Extroverted person - Creativity - Learning - listening

Languages

- - English language (Pre Intermediate level). - Chinese language (level 2) still learning

Personal Details

- Date of Birth : 29.1.2002
- Marital Status : Single
- Nationality : Myanmar
- Passport : MG 943218
- Gender : Female