

## MS. LWIN SU SU NAING



### PERSONAL PROFILE

<b>Name</b>	<b>Ms. Lwin Su Su Naing</b>
<b>Address</b>	<b>Blk-59, #02-83, Marine Terrace, Singapore 440059</b>
<b>Email</b>	<b>lwinsusunaing1990@gmail.com</b>
<b>Phone</b>	<b>+95 9 250107010</b>
<b>D.O.B</b>	<b>15/08/1990</b>
<b>Gender</b>	<b>Female</b>
<b>Religion</b>	<b>Buddhist</b>
<b>Salary</b>	<b>2200 SGD ( Negotiable )</b>
<b>Availability</b>	<b>Immediately</b>

### LANGUAGE

- **Myanmar (Mother Tongue )**
- **English**

### CAREER OBJECTIVE

Seeking for a long-term position in accounting field with the knowledge and the skills that I have, I believe that I am a good team member for trying to achieve your organization's objectives. A strong communicator with excellent personal skills, able work with team. Highly trustworthy, and ethical.

### PROFESSIONAL SKILLS

- Handle full sets of Accounts
- Handle GST and Other Tax Matter
- Form C and Form Cs Submission
- Estimate Chargeable Income (ECI) Submission
- Personal Income Tax (IR8A) Submission
- Tax Clearance (IR21) Submission
- Calculation Payroll
- Calculation CPF and CPF Submission
- Apply Work Permit, S pass process to MOM

### EDUCATION BACKGROUND

- **Bachelor of Computer Science (B.C.Sc.)**  
University of Computer Studies, Mandalay
- **Diploma in Accounting and Business**  
ACCA Diploma in Accounting and Business  
**LCCI Level (III)**  
London Chamber of Commerce and Industry International  
Qualifications)  
**ACCA Part (II)**  
F4(Business in Law), F6(Taxation) & F7(Financial Reporting)
- **Certificate of Computer Advanced Course (Microsoft Office, Word, Excel, PowerPoint)**  
MPT Telecommunication Training Center

**Job Training for Singapore Accountant**

**Linn Accountancy Job Training Centre**

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**COMPUTER SKILLS**

- **Microsoft Office Word, Excel and Power Point**
- **Computerized Accounting Software**
  - **QuickBooks**
  - **MYOB**
  - **Xero Account**

**PROFESSIONAL EMPLOYMENT HISTORY**

**Company Name : KDDI Submit Global Co., Ltd**  
**Position : Internal Audit (Deputy Manager)**  
**Duration : From Mar 2017 to Current**

- Request & Check Auditee’s Revenue Detail, Expense Detail, Laws and Regulations and Management in Business request within the time frame of Audit period.
- Assist Team Manager for Audit process including reviewing and observing Operations and activities, interviewing auditee regarding work process, identifying areas of risk in internal controls and procedures to get effective finding in Audit report
- Assist Team Manager for final summary audit report regarding fieldwork results for more accuracy of Audit findings in time without errors.
- Assist & Share Information to Managers & Team members through teamwork building for smooth Auditing Process
- Prepare PowerPoint for Training presentation of Audit & Risk
- Attend Monthly training of Internal Audit and Risk Assessment
- Perform other related duties as assigned from time to time

**Company Name : Japan Outsourcing Service Co., Ltd.**  
**Position : Senior Tax Accountant**  
**Duration : From Jan 2015 to Feb 2017**

- Perform full set of accounts and ensure timely closing of accounts Responsible for ensuring that general accounting functions are completed on a timely basis, including account payables and account receivables
- Complete external & internal audit by providing information for auditors
- Provide tax planning services with reference to current legislations
- Managing all tax duties (including stamp duty, personal income tax and 5% CT etc.,)
- Perform the Company Establishment and Company Registration Processes
- Liaising with managerial staff, colleagues and clients
- Guide Clients’ accounting staffs by coordinating activities and answering questions
- Conduct other ad-hoc audit assigned by management team

SKILLS AND COMPETENCES

- Remains proactive when suggesting improvements and solving problems
- Works with and through others to achieve common goals and desired results
- Looks outside the box, develops new strategies
- Seeks ways to support team efforts while contributing to overall organizational success
- Focuses on the big picture, ensuring that goals and objectives are strategically aligned with the organization’s vision and mission
- Able to take responsibility for actions and outcomes and persist despite obstacles
- Willing to learn new skills and full of ambition

REFERENCE

Mr. Wai Linn Oo  
  
Managing Director  
  
Linn Accounting Services Co., Ltd  
  
Ph no : +95 9 420104888  
  
Email : [linnsajtc@gmail.com](mailto:linnsajtc@gmail.com)

PROFESSIONAL EMPLOYMENT HISTORY

- Company Name : Mother Constructions Co., Ltd.
- Position : Accountant
- Duration : From Dec 2012 to Dec 2014
- Monthly Inventory Report (Peachtree Software)
  - Purchase voucher’s daily transaction & Checking payments of Construction Site Expense input to Peachtree Accounting Software
  - Examined Daily & Monthly stocks reports for all branches with Excel
  - Prepared purchase requisitions & GRN, Delivery Note of Warehouse store
  - Register and updates information on movements of staff in the field and monthly employee’s non-financial reports
  - Responsible for stationery stock, refreshment items, and other office material
  - Monthly payments such as office rental, phone and internet bills
  - Record attendances and calculate payroll for employees
  - Perform Bank Operations such as Bank Transfer, Withdraw, Deposit and Bank Reconciliation