



HTET HTET OO YIN

Accountant/ Accounts Executive/ Assistant

Bachelor of Economics / LCCI Level 3 Diploma / Full set of Accounts / AP & AR / General Ledger / Tax Filling & Compliance (Singapore Tax Knowledge) / Payroll Processing / Accounting Software / Advance Excel

CONTACT

-  [+95 9 969817801 \(WhatsApp\)](https://wa.me/959969817801)
-  htethtetooyin.acc@gmail.com
-  <http://www.linkedin.com/in/htet-htet-oo-yin-htet-0bbb67347>
-  [05071, Mandalay, Myanmar](#)

PERSONAL INFO

Date of Birth : 28 April 1999

Passport No : MJXXXXXX

Nationality : Myanmar

Gender : Female

Final Salary : MMK 2M
(approx. SGD 800)

Expected Salary : SGD 2800 (Nego)

Availability : Immediately

EDUCATION

- **Bachelor of Economics (B. Econ)**
Monywa University of Economics,
Monywa, Myanmar (2019)
GPA - 4.68 out of 5
- **Diploma in Accounting & Finance**
LCCI Level 3 - UK (2023)
 - Accounting
 - Cost & Management Accounting
 - Business Statistics

ACCOUNTING SOFTWARE

- MYOB
- QUICKBOOKS
- XERO
- GALAXY
- MS OFFICE
(Word, Excel, PowerPoint)

PROFILE SUMMARY

Accounting professional with **3 years of experience** handling **full set of accounts**, including AP / AR, general ledger, payroll, financial reporting, and tax compliance. Knowledgeable in **Singapore GST, CPF, ECI, Corporate tax, and IRAS submissions (IR8A/IR21)**. **LCCI Level 3 Diploma holder**, proficient in **MYOB, QuickBooks, Xero, and Galaxy and MS Office**, with a proven ability to streamline processes, maintain accurate records and support efficient month-end closings.

WORK EXPERIENCE

Accountant (Full Set) **Mandalay, Myanmar**

GREEN MAX Myanmar Co., Ltd **Sep 2023 – Dec 2025**

(Trading & Installation Service Industry)

Reason for leaving

Seeking Overseas exposure

Duties and Responsibilities;

- Oversaw Full set accounts (GL, AP, AR), delivered timely submissions aligned with reporting cycles across reporting periods.
- Prepared month / year-end closing and facilitated audit procedures, compiling financial statements and documentation aligned with reporting standards.
- Administered accounts receivable processes, leveraging aging reports to oversee billing, payment tracking, ensuring accurate records and timely collections.
- Resolved billing discrepancies and payment issues in collaboration with internal teams, improving receivables accuracy and strengthening credit control.
- Supervised vendor payments, organized supplier billing and employee reimbursement requests, ensuring timely settlements and reliable vendor relations.
- Coordinated external payables and internal disbursements, including staff claims and service expenses to streamline workflows and enhance efficiency.
- Reviewed cash and bank entries, monitored cash flow trends and safeguarded financial integrity through effective liquidity oversight.
- Filed corporate and employee tax returns in compliance with local regulations, achieving error-free submissions and maintaining a strong compliance record.
- Processed payroll and managed administrative tasks, verifying entitlements, maintaining filing and coordinating events to support timely compensation and operational efficiency.
- Executed ad-hoc tasks that contributed to smooth daily operations and maintain uninterrupted workflow.

HARD SKILLS

- Full-set Accounting
(GL, AP, AR, Journal Entries, FA)
- Tax Filing & Compliance
(GST, ECI, Corporate Tax)
- Payroll & Administrative Support
(CPF/SDL, MOM Submissions)
- Monthly/Year-End Closing &
Financial Reporting
- Proficiency in Accounting Software
MYOB(ABSS), XERO, QUICKBOOKS
- Advanced Microsoft Excel

INTERPERSONAL SKILLS

- Time Management
- Regulatory Compliance Awareness
- Analytical Thinking
- Attention to Detail
- Effective Communication
- Team Collaboration
- Ethical Conduct
- Problem Solving
- Resilience Under Pressure

LANGUAGES

- English - Proficient
- Burmese - Native

CERTIFICATIONS

- Certificate of Job Training for
Professional Accountant (Singapore)
- Certificate of Advanced Excel
- Certificate of LCCI Level 2 Bookkeeping
and Accounting

REFERENCE

Ms. Shwe Kyi Thet

Finance Manager

Professional Services Pte Ltd

Email: shwekyithet.acca@gmail.com

Hp: +65 8832 6494

WORK EXPERIENCE

Junior Accountant

Mandalay, Myanmar

Golden Trading & Services Co., Ltd

Oct 2022 – Sep 2023

Reason for leaving

Left to Pursue Career Growth

Duties and Responsibilities:

- Assisted senior accountant in preparation of financial statements, including AR, AP, Reconciliations, and General Ledger entries.
- Updated accounting entries and organized financial records to support month-end and year-end closing and internal reviews.
- Managed daily petty cash transactions, reconciled balances, maintained accurate, up-to-date expense records.
- Supported Accounts Receivable process by issuing invoices, following up with customers and ensuring timely collection of payments.
- Supported and processed vendor invoices, staff claims and prepared payments for vendors and employees.
- Conducted inventory stock counts on the ground and aided in reconciling results with system records.
- Examined bank statements and performed monthly bank reconciliations.
- Prepared audit support documents and performed reconciliations to ensure accurate financial reporting.
- Provided administrative support and collaborated with ad-hoc accounting tasks as required.

Job Training for Professional Accounts And Admin (Singapore)

SingAcc Professional Services Pte Ltd | SINGAPORE

Knowledge and hand-on experiences:

- Prepared full set of accounts under Singapore Accounting Standard (SFRS), Accounts Payable (AP) / Accounts Receivable (AR) aging reports and vendor follow-up
- Gained practical experience in handling GST matters and submissions (F5, F7, F8) in accordance with IRAS requirements.
- Gained practical knowledge of Singapore Corporate Tax compliance, ECI submission, and Form C / C-S preparation.
- Practiced personal income tax (IR8A) and tax clearance (IR21) submission.
- Exposure to MOM work pass applications (S PASS, WP, EP).
- Trained in payroll calculation including CPF submission, SDL and Foreign Worker Levy.
- Developed understanding of GIRO payment system and Accounting Software (Xero, Quickbooks, MYOB)
- Prepared Year-End process and fully support to Auditor's requests.