



# Htet Hsu Htwe @ Aurora

Highly motivated and detail-oriented accountant with 4 years of experience in finance, accounting, and bookkeeping. Skilled in analyzing financial data to ensure accuracy, completeness, and compliance with established standards and efficiently managing daily financial activities to month-end closing and financial statements. I am seeking a position where I can add value by utilizing my prior knowledge, prospecting, and calculation abilities to the organization.

## Contact

✉ htetsuhtwe1997@gmail.com

☎ +65 85402421

🕒 Available immediately

💰 2500- 3000 (Negotiable)

🌐 <https://bit.ly/3VLgqWS>

## Experiences

### ACCOUNTS EXECUTIVE

CLOUD FOCUS Co., Ltd, (Myanmar)

(Nov 2020 - Nov 2022)

- Manage the full spectrum of accounts such as recording on accurate books of accounts receivable and payable, generating aging reports, revenue recognition, preparation of financial statements
- Performed AP duties including payment process, reconciliation of payable ledger, and ensured proper supporting documents for approval of payment
- Responsible for controlling and processing received/payment vouchers and debit/credit note issues
- Monitor customer account details for non-payments delayed payments and other irregularities.
- Reconciled vendor statements against internal records to ensure timely payments of all invoices due.
- Researched discrepancies in account balances to identify errors or omissions in the data entry process.
- Maintain and record petty cash transactions and tracked the accuracy of claims and expenses
- Performed bank reconciliations on a monthly basis ensuring accuracy of all entries made into the system
- Analyze financial information detailing assets, liabilities, revenue and expenses to ensure the accuracy of reports.
- Prepare timely and accurate month-end closing accounts and financial reports in accordance with IAS
- Liaise with internal/external audits by providing requested documents and making general ledger adjustments as they supervise
- Assisted in payroll processing and taxation-related activities including the filing of taxes timely before due dates set by authorities for accurate reporting of company's financial status
- Performed any other ad-hoc duties and responsibilities which may arise from time to time from the company

## Education

2014 -2018

Bachelor of Commerce (B.comm)

Yangon University of Economics

## Other Qualifications

Diploma in Accounting (LCCI level-3)  
Diploma in Computerized Accounting  
Financial Accounting (ACCA Part-1)  
Management Accounting (ACCA Part-1)  
Accounting in Business (ACCA Part-1)  
Certificate of Job Training for  
Professional Accountant (Singapore)

## Expertise

- Full Set of Accounts
- Debtors, Creditor Circularization
- Bank Reconciliation, Aging Reports, Audit Schedule, Finance Lease Schedules, Financial Reports
- CPF e-submission, ECI, Form-C,Cs, IR8A, IR21 submission
- GST Schedule and submission
- Financial Analysis & Budgeting, Data Entry, Data Visualization
- Microsoft Office Suite, Excel, Power point, Power BI, Tableau

📄 MYOB, Tally ERP, Quickbooks, Xero, MBC, QNE,etc.

## Language

English 

Mandarine 

## Personal Skills

- Strong presence with the ability to interact with Senior Leadership
- Open minded, able to work fast pace environment and independently with minimal supervision
- Strong problem resolution skills and an ability to remain cool, calm and collected under pressure
- Able to take responsibility for actions and outcomes and persist despite obstacles
- Willing to learn new skills and full of ambition

## Job Training for Professional Accountants (Singapore)

### Ms. Aye Mya Mya Lwin

Principal (Stairway Academy Co., Ltd) &  
Ex- Audit Manager (International Business Management Consultants Pte Ltd, Singapore)

Phone: +959 7998 41619

Email: amml.acca@gmail.com

## Experiences

### ACCOUNTANT

Mega Marine International Electronic Co., Ltd, (Myanmar)

( June 2019- Jan 2020 )

- Performed daily financial transactions in relation to AR process in QNE, MBC software, and data back-up in the system
- Monitor and record the completeness of invoices, credit and debit notes
- Confirmation and background call checks of new credit customers in accordance with the company's credit policy and update in the system
- Reconcile customer accounts by researching and resolving discrepancies
- Responsible to record and collect consignment sales, and issue credit notes
- Monitored daily stock movements from receiving through shipping to ensure timely delivery of goods
- Reconciled inventory figures to the general ledger on a monthly basis
- Calculation of accrued liabilities and expenses for the month-end close process
- Assist in post-journal entry adjustments, preparation of financial statement and budget planning
- Liaise and assist external auditors with the year-end audit reports
- Assist to CA for any other ad-hoc duties that arise from time to time

### ACCOUNT ASSISTANT

Wai Wai Myint Trading Co., Ltd, (Myanmar)

( Dec 2017 - March 2019 )

- Prepare and process sale and purchase invoices
- Answering customer inquiries related to billing or account information and assist in collection process
- Maintain records of payments, deposits and other transactions
- Record transactions in the general ledger, control petty cash ledger
- Resolve discrepancies in accounts and journal adjustment
- Provide administration and other ad hoc support to CA

## Reference

### Ms. Khaing Zar Kyaw

General Manager @ Cloud Focus Co., Ltd

Phone: +959 451024500

Email: khinezarkyaw2010@gmail.com

### Ms. Aye Po Po Aung

Senior Accountant @ Mega Marine International Electronic Co., Ltd

Phone: +959 785332917

Email: ayepopo94@gmail.com