



**MS. THEINGI PHYO**  
Accountant

### Personal Details



29 Jun 1996



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[venustheingi4@gmail.com](mailto:venustheingi4@gmail.com)



Al Rigga, Dubai, United Arab  
Emirates

### Objective

Exceptionally Skilled Accountant with proven record of contributing to business success and financial solvency by proactively monitoring and maintaining record of assets and liabilities, presenting essential financial information to management and ensuring that all transactions are accurately recorded and field. Seeking a long-term position which will allow utilization of my problem-solving skills and development analytical skills, as well as an understanding of Financial Reporting, work under high pressure and ability to work on my own initiative and as part of a team.

## Professional Experiences

### Accountant

( Jun 2022 to Apr 2024 )

#### Myanmar Ajinomoto Foods Co.,Ltd (Manufacturing)



### Responsibilities

- Responsible for full set of Accounts
- Preparation of Payments by verifying documentation, and requesting disbursements
- Checking and Recording Daily Sales Income Vouchers, Payment Vouchers
- Handling Petty Cash and Daily Cash Flow.
- Handle AP, General Ledger and prepare Journal entries
- Daily Report for Cash balance, Sale income
- Record Fixed Asset Registration and Calculate monthly depreciation
- Checking Daily Stock (in/out) in manual and software
- Monthly Physical Stock checking
- Monthly Report related with Inventory (KG calculation, Damage summary)
- Collecting financial information, preparing balance sheet, profit and loss statement
- Liaise with statutory auditors and prepare necessary schedules required for audit
- Binding and filing of financial documents.
- Support all areas of responsibility and Other Event

### Assistant Accountant

( Sep 2018 to Jun 2022 )

#### Myanmar Star Global Distribution Co.,Ltd (Trading)



### Responsibilities

- Handle full sets of accounts including AP, AR, GL, and fixed assets
- Check & record daily expenses, petty cash, project income & expenses

## Education

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- ✓ Bachelor of Economics (Statistics),  
Yangon University of Economics,  
Feb 2017
- ✓ ACCA Diploma in Accounting and  
Business (RQF level 4), Mar 2024
- ✓ Diploma in Accounting (DA), LCCI (UK),  
Apr 2022

## Skills

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- ✓ ABSS (MYOB)
- ✓ QuickBooks
- ✓ ADAMS
- ✓ Xero
- ✓ Microsoft Word, Excel, Power Point,  
Outlook

## References

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- **MS. THESU HLAING**

Assistant Account Manager

Myanmar Ajinomoto Foods Co.,Ltd

<[the.su.hlaing.c7p@asv.ajinomoto.com](mailto:the.su.hlaing.c7p@asv.ajinomoto.com)>

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- **MR. TUN NAING OO**

Manager

General Administration & HR Dept.

Myanmar Ajinomoto Foods Co.,Ltd

[tun.naing.oo.xe3@asv.ajinomoto.com](mailto:tun.naing.oo.xe3@asv.ajinomoto.com)

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- Preparation of Payment and Liaise with Supplier
- Manage Petty Cash
- Control Account Receivable and Prepare SOA
- Record Fixed Asset Registration and Calculate monthly depreciation
- Record General Ledger and Prepare Journal Entries
- Calculation of payroll and Transfer Arrangements
- Examining bank statements and reconciling them with general ledger entries
- Assist in budgetary process and financial forecasts
- Prepare tax computations and returns
- Draw Cash Flow Statement
- Prepare monthly financial report on time
- Maintains customer confidence and protects operations by keeping financial information confidential
- Liaise with statutory auditors and prepare necessary schedules required for audit
- Binding and filing of financial documents.
- Support to Accounting Manager as required

**Junior Accountant ( Mar 2017 to Jul 2018 )**

**Honesty Holding Co.,Ltd (Manufacturing)**

### Responsibilities

- Preparing sale invoices
- Checking and recording daily sales income
- Collecting sales income from various customers
- Handling petty cash
- Checking inventory finished goods for daily
- Monthly stock taking
- Assist to senior accountant as needed
- Binding and filing documents

## Career Interests

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- ✓ Expected Salary : Negotiate
- ✓ Availability : Immediate start
- ✓ Position Finding : Permanent