



PERSONAL DETAILS



MS. CHO CHO THWIN



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Room No 303 Al Wasl Building, Al
Rigga , Dubai



23rd Mar 1998

OBJECTIVE

Exceptionally Skilled Accountant with a proven record of contributing to business success and financial solvency by proactively monitoring and maintaining records of assets and liabilities, presenting essential financial information to management, and ensuring that all transactions are accurately recorded and filed. Seeking a long-term position that will allow the utilization of my problem-solving skills and develop analytical skills, as well as an advanced understanding of Financial Reporting, CPF, ECI and VAT submission, Income Tax computation, and Form C/Cs Lite submission.

PROFESSIONAL EXPERIENCES

Audit Junior

(From May 2022 to Present)

Khin Su Htay & Associate Limited

Responsibilities:

- Conducts operational, financial and information systems audit of Manufacturing, Construction, Hotel & Trading organizations' Financial Statements to ensure they are in accordance with the applicable financial reporting framework (IFRS) and review the effectiveness of internal controls, efficiency of operations to ensure they are compliance with company's internal & external policies and procedures.
- Communicate planning matters with team.
- Determine planning materiality (PM), tolerable error (TE) and summary of audit difference (SAD) and significant accounts based on inherent risk, control risk and audit risk.
- Perform system note, walkthrough, test of controls for significant accounts and then perform primary substantive procedures.
- Cash count and Stock count on yearly according to standard operation procedures.
- Ensure payroll calculation, SSB and other tasks related tax such as capital gain tax, personal income tax, commercial tax and corporate income tax provision monthly, quarterly and annual tax return submission.
- Identified risks of material misstatement due to fraud or error, determining any additional significant risks and accounting estimates.
- Perform overall analytical review procedures, including insignificant accounts
- Dealing with client company for some audit matters and obtaining audit related documents for audit evidence.
- Preparing permanent audit files and current working files according to relative client.
- Preparing draft audited report and schedules for manager review by strict client deadlines
- Assist the senior when she prepares the Consolidated Financial Statement report.
- Perform other related duties as assigned from time to time

EDUCATION

- **Bachelor of Commerce (B.Com)**
Meikhtila University of Economics
- **Diploma in Accounting & Business ACCA Part-I (UK)**
 - ✓ Business & Technology
 - ✓ Management Accounting
 - ✓ Financial Accounting
- **Diploma in Accounting & Business ACCA Part-II (UK)**
 - ✓ Corporate & Business Law
 - ✓ Performance Management
 - ✓ Taxation
 - ✓ Financial Reporting
 - ✓ Financial Management
 - ✓ Audit & Assurance(Studying)

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- ABSS (MYOB)
- QuickBooks
- Xero
- SAP
- Auto-Count

REFERENCE

Mr. Wai Lin Oo

Managing Director

Linn Accounting Services Co.,Ltd

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JOB TRAINING FOR PROFESSIONAL ACCOUNTANT LINN SINGAPORE ACCOUNTING SERVICES CO., LTD.

- Full Sets of Accounts preparation in accordance with Singapore Accounting Standard (SFRS)
- Proper Key in System Purchase Order, Good Receive Note, Purchase and Payment Note
- Proper Key in System Quotation, Sale Orders, Delivery Orders, Invoices and Received Cheque
- Payable and Receivable reconciliations
- Receivable and Payable Management with customers and vendors according to ageing
- Bank reconciliation and Stock Management
- Fixed Assets Register
- Prepare Financial Report in accordance with Singapore Accounting Standard
- Calculation CPF and Practice CPF E-Submission
- Practice Handle GST Matter and GST Submission (F5, F7, F8)
- Practice Form C, Cs submission and ECI submission
- Practice Personal Income Tax AIS Submission (IR8A) with AIS
- Practice Tax Clearance AIS Submission (IR21) with AIS
- Prepare Year End Process and Audit Schedule