

ZARNI LYNN

Building No (98), Ground Floor, 38th Street (Between Maharbandula Road and Merchant Road),
Kyauktada Township, Yangon. Tel: 09-977-899-434, 09-688-989-807

zarnilynn.lynn@gmail.com.mm

Seeking a position as an accountant where extensive experience will be further developed and utilized.

PERSONAL DETAILS

Date of Birth : 2 August 1994
NRC No. : 9/Pathaka (N) 124572
Father Name : U Soe Myint
Nationality : Burma
Religion : Buddhist
Gender : Female
Marital Status : Single
Native Town : Mandalay
Current Town : Yangon

EDUCATION

DECEMBER 2015

B.COM, MEIKHTILA UNIVERSITY OF ECONOMICS

- GPA is 4.03
- **Major subjects:** Management accounting, Financial institutions and markets, Risk Management, Auditing, Portfolio Management
- Project undertaken: The Study of Human Resource Management of Triumph Hotel

DECEMBER 2018

M.COM, YANGON UNIVERSITY OF ECONOMICS

- **Major subjects:** Financial Management, Bank Management, Human Resource Management, Strategic Management, Marketing Management, International Accounting, Auditing, Taxation
- **Project undertaken:** Marketing Channels for Paddy Farmers at Patheingyi Township, Mandalay

SKILLS

- Strong attention to detail
- Good working knowledge of accounting
- Knowledge of financial and operational best practices
- Quick learner and very hardworking
- Myanmar Native
- English (verbal and written)
- Proficient in using Microsoft excel, word, power point
- ERP software, BCCS system software

EXPERIENCE

2015 – 2016

ACCOUNTANT, NCA TRAINING CENTER

- Data entry in Cash Book and General Ledger.
- Handle Accounts Receivable and Account Payable and Monthly Closing Balance
- Stock Control (Inventory)
- Checking & controlling the Daily Income & Expenses
- Prepare and records asset, liability, revenue and expenses entries by compiling and analyzing account information
- Maintains and balances subsidiary accounts by verifying, allocating, posting and reconciling transactions and resolving discrepancies
- Preparing monthly accounts and analysis reports for chief accountant
- Assisting with annual audit preparations

2019 -

BILLING OFFICER, TELECOM INTERNATIONAL MYANMAR (MYTEL)

- Manage charge collection activities of postpaid services in Mytel. Blocking, restoring the situation of customer's services.
- Assign the postpaid charge collection target to branches, monitor, supervise, evaluated the postpaid charge collection according to KPI.
- Building process guideline, orientation, policies about postpaid charge collection activities. Building upgraded payment system.
- Make a training system, policies, skills related to payment activities for payment employee.
- Guide all branch to implement the functions and duties of branches as : + Receive target of branch, assign target to area, monitor, supervise and evaluate the billing collection according to charge collection, analyze overdue debt, bad debt and propose solution to collect debt to BOD of Branch and FAD in Head Office.
- Implement payment system upgrading and support to fix the error.
- Issuing invoices, collecting money, pushing to pay debt, preparing receipt slip and tax paper (Form 31)
- Other tasks assigned by Manager.