



MS. CHIT SU MYAT NOE @ CASSY

✉ csmyatnoe98@gmail.com

☎ +65 8137 4876

♀ Female

🏠 Buddhist

🌐 Myanmar

🎂 10 August 1998

💰 SGD 2000 – 3000 (Negotiable)

📅 Immediately

🗣 English, Burmese, Chinese

👤 Single

📍 Block 3, Everton Park,
080003, Singapore

CAREER OBJECTIVE

Dedicated and detail-oriented professional with **over 6 years of experience** in human resources, accounting, and administrative functions across the life insurance, manufacturing, and trading sectors. Proven track record in managing end-to-end recruitment, payroll, financial reporting, employee engagement, and office operations while ensuring compliance with company policies. I am consistently learning and keeping up to date with **Singapore's employment regulations**, and I am passionate about continuous learning and professional growth. Seeking to contribute to a dynamic organization by supporting both people operations, accounting functions, and business support effectively.

EDUCATIONAL BACKGROUND

Bachelor of Business Management (2019)
Yangon University of Economics, Myanmar

Relevant Coursework

1. Banking and Financial Institutions
2. Business Finance
3. Business Accounting
4. International Corporate Finance
5. Managerial Accounting
6. Human Resource Management
7. Principles of Marketing

WORK EXPERIENCES

Assistant HR cum Finance Manager (May 2022 – Jun 2025)
Capital Taiyo Life Insurance Company
(Japan-Myanmar Joint Venture Company)

Responsibilities

- Oversaw the company's financial operations, including budgeting, forecasting, and financial planning
- Prepared accurate and timely financial statements, including income statements, balance sheets, and cash flow statements
- Supervised daily accounting operations and assisted in the preparation of monthly, quarterly, and annual financial reports
- Liaised with auditors and tax authorities to support audits and ensure tax compliance
- Analyzed financial data to provide insights and recommendations to management
- Oversaw end-to-end recruitment process, including posting jobs on portals and social media platforms, screening CVs, conducting interviews, and onboarding new hires
- Administered payroll processing and benefits administration
- Sustained accurate HR records, prepared HR reports, and ensured data accuracy in HRIS systems
- Managed leave tracking, attendance monitoring, and other day-to-day HR operational tasks
- Prepared employment contracts, confirmation letters, exit documents, and updated internal databases
- Managed employee performance management systems, including appraisals and development plans
- Developed annual training plans and budgets based on TNA findings and organizational goals
- Conducted in-house training and organized external training programs.
- Supported the additional responsibilities as assigned by senior management.

HR cum Admin Executive (Jan 2020 – Apr 2022)
Global Power Co., Ltd (Manufacturing & Distribution)

Association of Chartered Certified Accountant (ACCA Part 1)

Relevant Coursework

1. Business and Technology
(BT, ACCA Part 1) (Exemption)
2. Financial Accounting
(FA, ACCA Part 1) (Studying)
3. Management Accounting
(MA, ACCA Part 1) (Studying)

OTHER QUALIFICATIONS

- Certificate of Job Training for Professional Accountant (Stairway Academy)
- Certificate of Information Technology
- Certificate of the Insurance Agent Training Workshop and Train the Trainer Program
- Certificate of Intermediate General English
- Certificate of LCCI Level III
- Certificate of Licentiate Examination of the Insurance Institute of India
- Diploma for Associate of the Insurance Institute of India

COMPUTER SKILLS

- Window 11, Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Outlook
- Adobe Photoshop, Email and Internet
- MYOB Peachtree, QuickBooks, Tally ERP 9, UBS, ACCPAC Accounting Software

Responsibilities

- Created employment contracts, confirmation letters, salary increment notices, and warning letters and other HR-related documents
- Managed payroll processing and submitted timely payroll reports to Finance team
- Reviewed and verified staff claims in line with company policy
- Handled daily administrative tasks including managing phone call, issuing invoices, delivery orders, and purchase orders
- Organized meetings, travel arrangements, and accommodation bookings for staff and management
- Maintained inventory of office supplies, pantry items, and stationery; ensured smooth functioning of office equipment
- Oversaw document control such as filing, photocopying, and distribution of internal communications
- Maintained stock inventory system, updated records accurately, and reported discrepancies
- Monitored fuel usage and scheduled vehicle maintenance
- Managed fixed asset records and associated documentation
- Supported day-to-day operations by ensuring smooth administrative and HR processes

Accounts cum Admin Assistant (Oct 2018 – Dec 2019)
Myanma Shwe Lamin Electrical Trading Co., Ltd

Responsibilities

- Assisted Senior Accountant in the preparation of full sets of accounts
- Processed supplier invoices and ensured timely payments in line with agreed terms
- Raised Debit and Credit Notes as required
- Reconciled supplier Statements of Account (SOA) and vendor accounts
- Performed daily cashbook updates and managed employee expense claim processing
- Supported year-end audit activities and provided relevant financial documentation
- Maintained and updated AR records and files
- Sent payment reminders and followed up with customers on outstanding invoices
- Liaised with customers to resolve billing and payment-related issues

APPRECIATION

- Certificate of appreciation for contribution in YUFL Twel Let Myar Charity

SKILLS & COMPETENCES

- Knowledge of GST, CPF, and payroll tax matters
- Accounts payable/receivable and bank reconciliation
- Financial report preparation and payment follow-up
- Office administration and vendor coordination
- Recruitment, onboarding, and employee record management
- Payroll processing, leave tracking, and attendance management
- Strong attention to detail and accuracy
- Effective communication and interpersonal skills
- Passionate about continuous learning and self-improvement

REFERENCES

1. Ms. Ohnmar Win
Head of HR and Finance (Capital Taiyo Life Insurance)
Email: ohnmarwin@capitaltaiyolife.com
Hp: +959 250461107
2. Mr. Si Thu Soe
HR cum Finance Manager (Capital Taiyo Life Insurance)
Email: sithusoe@capitaltaiyolife.com
Hp: +959 970241727
3. Ms. Aye Mya Mya Lwin
Principal (Stairway Academy Co., Ltd) & Ex-Audit Manager (International Business Management Consultants Pte Ltd, Singapore) Yangon, Myanmar
Email: amml.acca@gmail.com
Hp: +959 799841619

- Maintained fixed asset register, including acquisitions, depreciation, disposals, and transfers
- Conducted regular physical counts of fixed assets
- Reconciled inventory ledgers with records from the store department
- Assisted in inventory accounting, control, reporting, and variance analysis
- Handled general admin tasks and ad-hoc duties as assigned

Job Training for Professional Accountant (Singapore) Stairway Academy Pte Ltd, Singapore

The experiences covered were

- Full-set of accounts
- Account Payable/ Account Receivable Management
- Prepare CPF e-submission and method for CPF calculation rate
- Submission of GST and schedules for internal record purpose
- Form C/ Form Cs submission to comptroller of income tax
- Estimated Chargeable Income (ECI) submission
- Bank reconciliation, Aging Reports and Statement of Control
- Preparation of financial Report in accordance with Singapore Financial Reporting Standards
- Preparation of IR8A form and personal income tax submission
- Submission of Tax Clearance IR21
- Preparation of Productivity and Innovation Claims (PIC cash payout)
- Preparation of year end schedule for annual audit and letter requesting for bank confirmations
- Debtors and creditors circularization
- Analysis and interpretation of financial result and performance of the company