



# MS. CHIT SU MYAT NOE @ CASSY

✉ <a href="mailto:csmyatnoe98@gmail.com">csmyatnoe98@gmail.com</a>	\$ SGD 2000 – 3000 (Negotiable)
📞 +65 8137 4876	💼 Immediately
♀ Female	🗣 English, Burmese, Chinese
🕯 Buddhist	鳏 Single
🌐 Myanmar	📍 Block 3, Everton Park, 080003, Singapore
🎂 10 August 1998	

## 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.

## 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

**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

**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**

**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**

- 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](mailto:ohnmarwin@capitaltaiyolife.com)  
Hp: +959 250461107
2. Mr. Si Thu Soe  
HR cum Finance Manager (Capital Taiyo Life Insurance)  
Email: [sithusoe@capitaltaiyolife.com](mailto: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](mailto:amml.acca@gmail.com)  
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- 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