

WIN WIN KHAING

Financial Accountant

PERSONAL PROFILE

I am a financial accountant with 4 years of experience in the healthcare industry. I am currently on the lookout for the opportunities that will allow me to continue developing my skillsets and experience new challenges.

CONTACT DETAILS

Mobile: +65 92382743
winwinkhaing.wk14@gmail.com
3 Lorong 37 Geylang, Singapore 387901

SKILLS AND ABILITIES

- Event planning
- Strong communication and interpersonal skills
- Fast learner
- Team player
- Multi-tasking
- Motivated and dedicated
- Punctual
- Time-Management

OTHER SKILLS

I am multilingual and can speak natively in English and Burmese. I am also an avid reader, gamer and baker.

EMPLOYMENT HISTORY

Financial Accountant

Active Global Respite Care Pte Ltd | Aug 2018 - Present

I work closely with Finance Controller to ensure accurate and timely month-end closing and financial reporting to Management. I am also responsible for accounting processes and tasks like payroll, general ledger, account reconciliation, etc. I also coordinate and liaise with external parties like external auditors and government authorities where required.

Resident Assistant

Webster University | Sep 2017 - May 2018

I help all new and study abroad students check-in to the housing and is also on-call 24/7 to assist with any problem students may have.

Student Assistant

Webster University | Aug 2017 - May 2018

I work closely with Student Service Centre to help liaise between the university and the students regarding any events and activities on campus. I also assist students with the class registration and any queries students have regarding the university.

ACADEMIC PROFILE

Webster University

Bachelor of Arts, Major in Management | 2016 - 2018

- GPA: 3.67
- Honors, Dean List (Fall 2016)
- Vice-President of Webster Student Government Association 2018
- Head of Admin of Webster Student Government Association 2017
- Treasurer & Head of Finance of Webster Business Club Fall 2017
- Assistant Activity Planner of Webster Business Club Spring 2017

London Chamber of Commerce & Industry (PEARSON)

Group Diploma in Accounting & Management Accounting |
2014