

JOB APPLICATION FORM



POSITION APPLIED FOR : ACCOUNTS ADMINISTRATOR

PERSONAL INFORMATION

Full Name :	NWE NI WIN @ SNOW
NRIC / Passport No. :	G6211048T
Nationality :	MYANMAR
Residential Address :	BLOCK 89 COMMONWEALTH DRIVE #08-660 SINGAPORE 140089
Contact :	98725030
Email :	leonweniwin@gmail.com
Date of Birth :	1979-08-18
Gender :	Female
Race :	BURMESE
Marital Status :	SINGLE

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
1999-01-04	2002-12-31	University in Yangon	Bachelor's Degree	Chemistry

MEMBERSHIP OF SOCIAL OR PROFESSIONAL BODIES

Date		Qualifications / Awards Obtained	Awarding Institution
Form	To		
2003-07-01	2003-12-31	Certificate in accounting	LCCI(LEVEL (I+II))

EMPLOYMENT HISTORY

Date		Company Name	Position Held	Nature of Duties	Reason for Leaving
Form	To				
2017-05-24	2021-09-30	Bintang Mas Shipping Pte Ltd	Accounts Executive (Payable)	Duty & Responsibility I have been worked as An Accounts Payable at Shipping Company. 1 Timely process Vendor Invoice into accounting system. 2 Check staff claims before routing for approval and processing. 3 Petty Cash custodian & issue petty cash vouchers & input Journals into accounting system for petty cash transactions. 4 To prepare and make payment via cheque/Giro/TT/IBG payments including accounting system & process in Bank. 5 Bank reconciliations. 6 AP/GL.	Company closed some accounts in Singapore and shift back to Malaysia, so redundancies workforce in Company and seek new career.

2013-05-27	2017-04-27	TOA Electronics Pte Ltd	Accounts Receivable & Payable	<p>Duty & Responsibility I have been worked as An Accounts Receivable & Payable at Electronics Equipment Supplies Company. 1 Timely process Customer Invoice and Vendor Invoice into SAP. 2 To prepare monthly PO History report and AR Aging. 3 Issue DN/CN to (for Local & Overseas customers). 4 Check staff claims before routing for approval. 5 Petty Cash custodian & issue petty cash vouchers & input Journals into SAP for petty cash transactions. 6 To prepare cheque payments including SAP input for cheque payments. 7 Timely Cheque receipts update in SAP on same day of receipt. 8 Check staff Overseas/Local claims and Key in SAP. 9 Submit GST. 10 Prepare SOA for Customer & Vendor for Month end. 11 Prepare Fixed Assets depreciation run in SAP. 12 Bank reconciliations. 13 AR/AP/GL.</p>	Company not possible to renewal because of MOM changed the regulation of Spass salary as \$2,600 at that time.
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2012-05-01	2013-05-01	Asia Medical Supplies Pte Ltd	Administrative Accounts Executive	<p>Duty & Responsibility I have been worked as Administrative & Account Executive at Medical Devices Company. 1 Performed accounts receivable functions for medical supplies. 2 Prepared sales invoice to all the client of Hospital. 3 Managed receivable accounts, receivable and payable cheques and petty cash. 4 Prepared Monthly Statement of Account (SOA) to all the client. 5 Processing of cheques and cash for payments. 6 Prepared completeness of supporting documents submitted for payments. 7 Performed proper documentation, records and filing of all AP and AR statements and invoices. 8 Checking of invoices, petty cash disbursement and processing of payments. 9 Performed banking transactions and assist in the preparation of audit schedules. 10 Performed any other ad-hoc accounting & administrative duties as required. 11 Performed general office duties and administrative tasks. 12 Prepared daily confidential sales invoices and reports for presentation to management. 13 Managed the internal and external mail functions. 14 Scheduled client appointments and maintained up-to-date confidential client files. 15 Prepare</p>	No QUOTA for renewal.
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				<p>correspondence, presentations and/or reports as required. 16</p> <p>Follow-up on correspondence and outstanding requests for resolution. 17</p> <p>Provide phone coverage for General Manager, identified team members and switchboard duties as required. 18 Facilitate document issue process. 19 Assist General Manager with documents distribution, scanning, copying, etc. 20 Assemble data books or operating manuals as necessary. ***</p> <p>Company is using QuickBooks accounting software.</p>	
2011-11-15	2012-04-30	Uniseal Singapore Pte Ltd	Accounts Assistant	<p>Duty & Responsibility I have been worked as Accounts Assistant Waterproofing construction Company. 1</p> <p>Performed accounts payable functions for construction expenses. 2 Managed vendor accounts, generating weekly on demand cheques and petty cash and payroll for workers. 3</p> <p>Managed financial departments with responsibility for Accounts Payable and Receivable. 4 Created budgets and forecasts for the management group. 5 Ensured compliance with accounting deadlines. 6 Liaise with bankers, insurers and solicitors regarding financial transactions. 7</p> <p>Performed general office duties and administrative tasks. 8</p> <p>Prepared weekly confidential sales reports for</p>	Office location shifted to near JB, no provide any transportation.

				<p>presentation to management. 9</p> <p>Managed the internal and external mail functions. 10</p> <p>Scheduled client appointments and maintained up-to-date confidential client files. 11</p> <p>Setup and maintain job files in accordance with Company work instructions and applicable project instructions. 12</p> <p>Prepare correspondence, presentations and/or reports as required. 13</p> <p>Follow-up on correspondence and outstanding requests for resolution. 14</p> <p>Coordinate for Project Team, Client and/or Vendor meetings. 15</p> <p>Responsible for the setup and cleanup of meeting facilities utilized by Project Manager and/or Project Team. 16</p> <p>Facilitate document issue process. 17</p> <p>Forward to appropriate engineer for review. 18</p> <p>Receive certified drawing approval from appropriate engineer, issues certified drawing, and scans into Company specific document management system. 19</p> <p>Assemble data books or operating manuals as necessary. ***</p> <p>Company is using UBS accounting software.</p>	
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2008-11-03	2011-11-01	AA International Insurance Co.,Ltd	Administrative Accounts	<p>Duty & Responsibility I have been worked as Administrative Accounts at Car Insurance Company. 1 Issue Account Payable/Receivable 2 Issuance of cheques , payment vouchers, etc. 3 Preparation and submission of timely payment schedules. 4 Providing customer service for Insurance 5 Doing Quotation 6 Doing Issue Policy for Car Renewal Insurance. 7 Providing customer's need and requirement after sales 8 Updating Data online software system 9 Other ad hoc duties as assigned by Division Managers.</p>	Looking for New career challenges and opportunities.
2003-12-02	2008-08-29	Silk Garment Industrial Co., Ltd	Administrative Accounts Executive	<p>Duty & Responsibility 1 Download MGB contract (buyer contract)& arranging the MGB export List & submit for approval at buyer web site that are one month ahead of contract export date. Have to submit the approval again via email one week ahead of contract date. 2 After getting the approval then have to book local forwarder for getting space at both feeder and mother vessel and also chase for the container available. 3 Arrange for Distributor order stuffing Plan for distributor order, and arrange booking for distributor, other special customers including MGB. 4 Chasing for every export stuffing plan with PC(production control),Production & QC(quality control) to catch the target as can export of the contract</p>	Seeking for oversea career opportunities.

				<p>date 5 Checking the master plan for production, export date & production report, if any deviation have to inform production side to get in smooth control 6 Plan for early shipment approval if cargo ready for export Assist to stuffing, exam at sea & air port if required. 7 Assist to operation for Sea shipment at Sea port and Air shipment at Air port if necessary 8 Have to solve problem that occur when customers complain and local Government complain 9 Have to check all invoice come from supplier 10 Have to check expenditure 11 Have to check all invoice to customers</p>	
2002-12-31	2003-12-01	Diamond Island Co., Ltd	Administrative Accounts Executive	<p>Duty & Responsibility I had worked to handle the account dept. 1 Manage A/c receivable and Control A/c payable. 2 Complete preparation and input of invoices for monthly payment. 3 Perform general office duties and administrative tasks. 4 Issuance of cheques, payment vouchers, etc. 5 Preparing weekly schedule and provide for customers. 6 Issuing Bill of Lading 7 Giving feed back after sales 8 Handling Daily Cash 9 Preparing for statement of payable and receivable for all income and expenditure for both air and sea shipment</p>	Looking for New career challenges and opportunities.

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
U Thet Min Htwe	Brother	40	Civil Engineer
Daw Khin Myat Wah	Sister	43	Civil Engineer

Daw Nyunt Khin	Mother	71	Retired
U Nay Win	Father	70	Retired

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Mr.Chaerul Saleh		+65 9835 7058		CFO	4

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
English	8	8	8

REMUNERATION

Current salary	31.00
Expected salary	31.00

OTHERS

1. Tell us a little bit about yourself?

I'm working in Shipping company since 2017 as accounts payable for all the company expenditures as vendor/staff claims/petty cash/salary for ship crews/CPF... etc., and my accounts payable and receivable and others administrative jobs as booking tickets for staffs business travel overseas/refreshment/office supplies/staff medical record. My experiences in Singapore almost 14 years that all are related in Accounts and Administrative scope.

2. Why do you want this job?

I would like to get this job for my future career opportunity.

3. What are your greatest professional strengths which is NOT the standard answer found on any job portal, such as you are fast learner, hard worker, etc?

My greatest professional strengths that was people around me said that I'm fast learner and high skills as high-level of technical skills.

4. What do you consider to be your weaknesses?

I may need to improve my weaknesses to reach my strength.

5. What is your greatest professional or academic achievement?

I want to get greatest academic to attain ACCA in next five years.

6. Tell us about a challenge or conflict you faced, and how you dealt with it?

I will calm and settle down step by step if I facing any critical situations.

7. Where do you see yourself in five years?

I would like to improve my career life more widespread.

8. Why are you leaving your current job? (if applicable)

As I mentioned as above as Company closed some accounts in Singapore and shift back to Malaysia, so redundancies workforce in Company and seek new career.

9. What are you looking for in a new position?

Seeking for new career challenges and opportunity.

10. How would your boss and co-workers describe you? (if applicable)

11. How do you deal with pressure or stressful situations?

I will calm and settle down step by step if I facing any critical situations.

12. How do you get to know us?

Jobstreet career website.