



THIN YATI SU



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Open to immediate relocation



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(Available for WhatsApp)

PERSONAL SUMMARY

Highly motivated and detail-oriented finance professional with ACCA certifications and 4+ years of experience as a Finance Executive and External Audit Associate. Proficient in MYOB, QuickBooks, and Xero. Immediate availability for roles in Singapore.

PERSONAL INFORMATION

Gender : Female
Date of Birth : 14-07-2000
Nationality : Myanmar
Passport : MH52****

EDUCATION

National Management Degree College, 03/2020
Business Management

CERTIFICATIONS

- Certificate in Corporate and Business Law (LW) (Global) (ACCA Part 2/F4)
- Diploma in Accounting and Business (RQF Level 4) (ACCA Part 1)
- Diploma in Accounting and Finance (LCCI Level 3)
- Diploma in Communicative English (Stamford-City Business Institute)

WORK TYPE

Permanent/Contract

LAST DRAWN SALARY

2,000,000 MMK

EXPECTED SALARY

SGD 2500 (Negotiable)
SGD 1000 (Remote Job)

LANGUAGES

English - Advanced (C1)
Burmese - Native

SKILLS

- Emails, Outlook & Google Suite
- Microsoft Word & PowerPoint
- Advanced Excel (VLOOKUP, PivotTables)
- MYOB
- QuickBooks
- Xero
- Variance analysis
- Audit preparation
- Accounts reconciliations
- Payroll Administration
- ERP systems
- Financial reporting

JOB TRAINING

(SingAcc Professional Services Pte Ltd.)

- Employee Tax requirements, including AIS, Form IR8A & IR21 preparation
- MOM applications of S Pass, Employment Pass and Work Permit
- Submission of Quarterly GST Return, Corporate Income Tax (ECI)
- Submission of Form C, Form C-S and Form C-S Lite
- Calculation of payroll, CPF & GIRO application process
- Knowledge of hire purchase and bank loan
- Lease accounting schedule

EXPERIENCES

Finance Executive [2022 July–2025 March]

THE RAIN CHANNEL CO., LTD

PEAK MARKETING AGENCY (Intercompany)

- Prepare monthly financial statements (P&L, balance sheet, and cash flow statements) compliant with IFRS. (Full set of account)
- Manage VAT submissions (similar to GST) and corporate tax filings, ensuring zero penalties over 2+ years.
- Develop detailed budgets for projects, conduct post-project evaluations, analyze variances, and deliver actionable insights to the CEO.
- Process customer invoices and reconcile AR ledgers.
- Reduce overdue balances by 30% through structured follow-ups (emails, calls, formal letters), and generate aging reports to track collections.
- Verify AP invoices and respond to vendor inquiries.
- Process vendor payments, ensuring 100% on-time payments and building positive relationships.
- Conduct weekly bank reconciliations and daily petty cash disbursements.
- Maintain a fixed asset register and depreciation schedule, ensuring alignment with audit requirements.
- Prepare audit schedules, liaise with external auditors, and complete statutory audits efficiently with minimal supervision.
- Process payroll, including SSB contributions (similar to CPF), tax deductions, and bonuses.
- Maintain accurate leave and attendance records in HR Connect.
- Assist with the preparation of HR-related documents such as employment contracts, appraisals, and performance reports.
- Perform other financial and administrative duties as required.

External Audit Associate [2020 May–2022 June]

WIN THIN & ASSOCIATES AUDITING FIRM

- Prepare comprehensive audit workpapers and documentation to support audit findings.
- Communicate with the client to gather necessary audit information.
- Strengthen audit practices by resolving payroll, depreciation, and AP/AR discrepancies.
- Responsible for preparing account analysis to detect unusual business transactions.
- Present audit findings to senior auditors or clients and address queries during closing meetings to discuss findings and recommendations.
- Strengthen internal controls by identifying and addressing control deficiencies across multiple processes.
- Collaborate with clients to finalize audited financial statements.
- Contribute to completing final audit reports, ensuring timely delivery and adherence to audit standards.
- Deliver high-quality accounting, audit, and assurance services to various clients across diverse industries.