



THIN YATI SU



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(Available for WhatsApp)



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PROFESSIONAL SUMMARY

Fast learner and detail-oriented finance professional with ACCA certification and over 5 years of combined experience in external audit and financial operations. Well-versed in preparing full sets of accounts, reconciling financial statements, managing audits, handling payroll processes, and ensuring full tax compliance with zero penalties. Proficient in MYOB, QuickBooks, Xero, and advanced Excel. Recognised for strong analytical thinking, meticulous attention to detail, and the ability to work independently under tight deadlines. Immediately available and actively exploring accounting or audit roles in Singapore.

PERSONAL INFORMATION

| | | | | | |
|---------------|---|------------|-------------------|---|---------------------|
| Gender | : | Female | Work type | : | Permanent/ Contract |
| Date of Birth | : | 14-07-2000 | Availability | : | Immediate |
| Nationality | : | Myanmar | Last Drawn Salary | : | 2,000,000 MMK |
| Passport | : | MH52**** | Expected Salary | : | SGD 2500 (Nego) |

EDUCATION

- 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, UK)
- Diploma in Communicative English (Stamford-City Business Institute)
- Certificate in Completion of Singapore Professional Account and Admin - Online Job Training (SingAcc Professional Pte. Ltd.)

LANGUAGE

English - Advanced (C1)

Burmese - Native

TECHNICAL SKILLS

- Emails, Outlook & Google Suite
- Microsoft Word & PowerPoint
- Advanced Excel (VLOOKUP, PivotTables)
- MYOB
- QuickBooks
- Xero

PROFESSIONAL SKILLS

- Variance analysis
- Audit preparation
- Accounts reconciliations
- Payroll Administration
- GST filings and submission
- Financial reporting

REFERENCES

Mrs. Yu Yu Linn
The Rain Channel Co., Ltd / COO

Phone: +959 509 6868
Email : yuyulinn.yu@gmail.com

Miss. Wah Wah Htay
Win Thin & Associates / Assistant Audit Manager

Phone: +959 767 089 354
Email : warwarhtay@winthinassociates.com

EXPERIENCES

Finance Executive

The Rain Channel Co., Ltd./Peak Marketing Agency—Yangon, Myanmar

July 2022 – May 2025

- 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

Win Thin & Associates – Yangon, Myanmar

May 2020 – June 2022

- Conducted statutory audits and financial reviews for clients across banking, insurance, telecommunications, trading, and FMCG industries. Key clients included KBZ Bank, GGI Insurance, Young Insurance, Hitachi Soe Electric, ATOM, Marga Global Telecom, Unilever Myanmar, Medi Myanmar Group Ltd., and Han Ideal Trading Ltd.
- Prepared detailed audit workpapers and documentation to support audit findings in accordance with auditing standards.
- Communicated with clients to request financial documents, clarify discrepancies, and ensure timely completion of audit procedures.
- Investigated and resolved issues related to payroll, fixed asset depreciation, accounts receivable, and accounts payable.
- Performed account analysis to detect unusual transactions and ensure accuracy in financial statements.
- Identified and reported internal control weaknesses; provided recommendations to enhance operational efficiency and compliance.
- Participated in audit closing meetings; presented audit findings and responded to client queries professionally and clearly.
- Support the preparation and finalization of audited financial statements in collaboration with client teams.
- Assisted in drafting final audit reports, ensuring accuracy, completeness, and compliance with audit regulations.
- Delivered accounting, audit, and assurance services across multiple client engagements, consistently meeting deadlines.

JOB TRAINING (SingAcc Professional Services Pte. Ltd.)

- Preparation of AIS, IR8A Form, Employment Income, and Personal Income Tax Submission
- Tax Clearance (IR21) Submission
- MOM Applications for S Pass, Employment Pass, and Work Permit
- Submission of Quarterly GST Return, Estimated Chargeable Income (ECI), and Corporate Income Tax Return
- Submission of Form C, Form C-S, and Form C-S (Lite)
- Payroll Calculation, CPF Contributions, and GIRO Application Process
- Handling Full Set of Accounts (AP, AR, Cash/Bank, Taxation, and General Ledger)
- Preparation of Financial Statements in Compliance with IFRS (Balance Sheet, Profit and Loss, and Trial Balance)
- Knowledge of Hire Purchase and Bank Loan Procedures
- Handling International Payments and Receipts (TT, Cheque, and Letter of Credit)
- Preparation of Lease Accounting Schedule