



THIN YATI SU



tyatisu7777@gmail.com



Jurong East 71 Street, 640708



+95 9780759728
(Available for WhatsApp)



linkedin.com/in/thin-yati-su-a91b40222/

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)

- Manage a full set of accounts, including the preparation of P&L, balance sheet, and cash flow statements in compliance with IFRS.
- Handle VAT filings (similar to GST) and corporate tax submissions, 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 credit note documentation, 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.
- Perform bank reconciliations, manage petty cash, and maintain accurate records of financial transactions.
- 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.
- Support payroll processing, SSB (CPF equivalent), and HR administrative tasks, including employment contracts and performance documentation.
- Perform other financial and administrative duties as required.

External Audit Associate [2020 May–2022 June]

WIN THIN & ASSOCIATES AUDITING FIRM

- Prepare well-structured audit working papers and review supporting documentation for large and unusual transactions to ensure compliance with audit schedules, standards, and internal policies.
- Utilize Microsoft Excel for sampling, data analysis, and audit documentation, improving testing efficiency and accuracy.
- Assess the design and effectiveness of internal controls across key functions such as payroll, accounts receivable/payable, and fixed assets.
- Identify compliance gaps and control weaknesses, recommending actionable improvements to enhance process efficiency and mitigate risk.
- Contribute to the enhancement of audit programs, improving the relevance and effectiveness of audit procedures.
- Participate in client meetings to understand business processes, assess inherent risks, and discuss control environments and audit findings.
- Follow up on the implementation of audit recommendations to ensure that corrective actions are effectively executed.
- Assist in the preparation of final audit reports in accordance with professional standards, contributing to improved transparency and client outcomes.