Thet Htar Thuzar (Yuki)

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Glasgow, United Kingdom |

Education   : **Association of Chartered Certified Accountants**

Notice Period   : **2 weeks**

Profile

Motivated and detail-oriented accountant with 2 years of accounting experience with an excellent track of records. Areas of strength include:

- Solid working knowledge of MS office with a strong level of proficiency in Excel.
- Skilled at managing accounts receivable, accounts payable, budgeting, financial reporting, reconciliations.
- Efficient maintenance of all accounting records and files.
- Preparation of accurate financial accounts and reports to comply with accounting principles and practices.
- Effective communicator with great analytical skills and excellent teamwork abilities.
- Excellent organizational skills with demonstrated ability to effectively prioritize to meet strict deadlines.
- Proven ability for quickly learn and use new technologies and tools.

Working Experience

Nando's | Glasgow, United Kingdom .

(November 2022-Present)   **Team Member**

- Served meals and drinks with professionalism and skills, maintain high presentation and quality standard.
- Provided friendly, courteous service, maximising positive customer satisfaction rate.
- Consulted with guests on dietary restrictions and alleregies to make infomed Recommandations on food and beverage pairings.
- Obtained employee of the month.

Myanmanawarat Ltd. | Yangon, Myanmar .

(15 June 2020-28Feb 2021) **Accountant**

- Updating all expenses and advance schedules in Excel to maintain accurate financial records
- With support from the line manager and wider accounts team, compute and post all month-end journal entries, including accruals and prepayments.
- Managed banking operations, maintaining relationships and facilitating efficient transfers.
- Generated quartly variance reports and forecasted resonable budget every three months.
- Maintained the Fixed Asset Register in an acuurate and systematic manner.
- Prepared and filed the VAT return by compiling and organizing all necessary fiancial data and records in accordance with regulatory requirements and established accounting principle, ensuring accuracy and compliance with tax laws and regulations.

Royal Lin Lett Ltd. | Yangon, Myanmar.

(1 Oct 2018–30 March 2020) Assistant Management Accountant

Assisted the management accountant and Auditors in the year-end audit and review process.
Managed and administered the Petty Cash Book overseeing the accurate recording of all cash transctions.
Prepared the Purchase Ledger, recording all procurement related transctions, including Invoices, payments, and credits.
Prepared quartely P&L, Cash Flow, Financial Report and Consoliated SOFP
Prepared payroll and reconciled tax liabilities such as PIT, WHT,etc.,
Monitored account receivable by contacting clients via email, making collection calls-follow up on past due payments and align with cross-functional teams regarding customer accounts.
Cost controlled for office and operation expenses under policy.
Reconciled the reports for chief accountant such as Cash Book Recon, Bank Recon, Monthly Expenses Reconcilations
Assisted the business teams in forward-thinking planning and establishment of financial Performance objectives for quartely projections.
Prepared ad-hoc reports and reviewd as required.

Educational Background

2022-2023	**University of Strathclyde** MLitt in Media and Communications
2016-2021	**Oxford Brookes University** BSc (Hons) in Applied Accounting

Professional Qualification

2014-Present	**Association of Chartered Certified Accountants (ACCA)** ACCA Finalist

Other Skills

Strong communication skills

Proficiency with Miscrosoft office (Excel,word,outlook) and Google drive.

Pivot, VLOOKUP, Peachtree, Quickbook

Ability to keep company and partner confidences

Prioriting tasks, organising schedules and efficiently allocation resources to meet deadline.

Being flexible and open to change, adjusting quickly to new environments and unexpected circustance.