July Aye

21 March 2017

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To Whom It May Concern,   
Greeting from July,

I am a highly talented and experienced Accounting with an extensive background in Remotek Myanmar Co., Ltd (RF LINK Telecommunication Co., Ltd). Also I have experienced of customer service and sale knowledge. I was preparing monthly financial report and receivable/payable and taxation and the direct assistant to the management board at our parent company in Taiwan. I kindly invite you to review my attached resume.

I am available for an interview, and should you require any further information, please do not hesitate to contact me. In the meantime I thank you sincerely for talking the time to read my application, and I very much looking forward to an opportunity to speak with you in greater detail regarding this position.

Yours sincerely  
July Aye

# Personal Information

Name : July Aye

Nationality : Myanmar

Date of birth : 05 February 1993

Gender : Female

Marital Status : Single

# Education

2012 Pathein University, Pathein, Myanmar (B.A Eco)

ACCA Part 1, (F1, F2 - finished (F3Studying) LCCI Level II, III (Diploma in Accounting – UK) Microsoft Office  
Microsoft excel

# Language

Burmese (First Language)   
English (conversation)

# Skills

Monthly Financial Report ( Excel or Quick book accounting software)  
Account Receivable  
Account Payable  
Taxation (Personal Income Tax, Commercial tax, Withholding tax, Income tax and Stamp duty)   
Inventory Control   
HR (Payroll, SSB payment, Interview) Social and News Media  
Dispute Management (Customer services and complaints)  
Admin Management

# Work History

1. *Mingalar Company Limited ( Mingalar Cineplex) Mandalay , Yangon (1st June 2012 to 31th March 2014)  
   Ticket sale and Accounting*
2. *Blue Ocean Management Company Limited / Telenor Myanmar Call Center , Yangon ( 1 Apr 2014 to 31 July 2015 )*

*Customer Service Representative (CSR)*

1. *Future Unodex Company Limited /A2Z construction company ( 1 July 2015 to 31 December 2015)*

*Trainee Accountant (Prepare the financial report for both company)*

1. *Remotek Myanmar Company Limited / RF LINK Telecommunication Company Limited (1 January 2016 to current )*

*Accountant (Prepare the financial report for both company)*

**Work Description at Mingalar Company Limited (Mingalar Cineplex)**

* Sale the Ticket and checked the ticket accounting
* Key in Ledger and Prepare the monthly ledger report

**Work Description at Blue Ocean Management / Telenor Myanmar Call center**

* Phone operator and handle the customer phone call
* Solve the customer problem for the Telenor SIM card and service

**Work Description at Future Unodex Trading / A2Z Construction Company Limited (apprentice)**

* Prepare the monthly Financial report for both company
* Prepare the monthly Receivable / Payable and Inventory List
* Logistic ( Prepare to import the materials from abroad)

**Work Description at Remotek Myanmar / RF LINK Telecommunication**

* Prepare the monthly (Year to date) financial report for both company
* Prepare the invoice for company service fees and component sold
* Prepare the Receivable and Payable List for monthly
* Prepare the Taxation means for the commercial tax ,withholding tax ,Income tax and stamp duty
* Helping the manager to prepare the payroll and personal income tax
* Helping the manager to manage the staffs and others

**Reason of leaving**

I want to boost my qualify, Looking for better career prospects, professional growth and work opportunities and starting to feel like I need some new challenges.  
Willing to have oversea working experience.

**Reason of leaving**Looking for better career prospects, professional growth and work opportunities

# Expected salary

USD 800

Best Regards,   
July Aye