

**PHU PHU AUNG (Ms)**

**CORE SKILLS & EXPERIENCE**

**Sep 2015- Current:** Senior **Account Executive**

(Luther Corporate Services Pte.Ltd.)

Responsibilities

* Perform full set of accounts ( monthly, quarterly, yearly) in accordance with IFRS for clients independently
* Prepare monthly AP/AR, journal entries, cash flow statement and bank reconciliation
* Perform GST F5 report
* Perform company matters for strike off, dormant companies as per international accounting standards
* Liaise with internal and external parties
* Prepare annual report
* Analysis of accounts: SOCI & SOFP
* Prepare XBRL report
* Liaise with external auditors
* Other Ad-hoc duties

**Sep 2014-Apr 2015: Finance and Admin Executive**

(GRP Myanmar Services Pte.Ltd.)

Responsibilities

* Perform regional financial report to Finance manager ( Singapore Head Office)
* Prepare cash flow statement and report to regional director
* Supervise and payroll for regional staffs
* Coordinate with internal and external parties
* Arrange and prepare schedule, such as; meetings and travel for regional directors
* Liaise with external auditors
* Other Ad-hoc duties

**Dec 2012-Oct 2013:Associate Officer**

(Quarto Product Pte.Ltd. (Trading))

Responsibilities

* Review creditor/ debtor aging monthly summary report
* Detailed checking for overdue customers and review customers’ history for monthly updated credit terms
* Review credit term for existing and new customers monthly and discuss with finance, marketing and sale department if necessary
* Discuss with credit controller and seek in system as well
* Discuss with related parties if any suspected cases or irregularities occur
* Detailed checking in Inventory register and physical check to be ensure correctly written off
* Detailed checking in cash flow items
* Perform part of management report and report to internal audit head and present in management meeting for the area of AP,AR and revenue
* Supports proper training to new staffs when opening new branches of company, especially in using accounting software and documents filling
* Liaise with external and internal parties
* Other Ad-hoc duties

**Jan 2011-Nov 2012:Internal Audit Officer**

(Quarto Product Pte.Ltd. (Trading))

Responsibilities

* Detailed checking for Sale invoices, such as; serial number, price, quantity and date
* Review all payment vouchers against individual creditor lists and Cash and Bank a/c
* Review all received vouchers against individual debtor lists and match Cash and Bank a/c
* Review all general journal vouchers against general journal a/c
* Review Inventory Valuation Report as per IAS 2 with monthly inventory count report and physical check
* Detailed checking in Inventory register and physical check to be ensure correctly written off
* Detailed checking in cash flow items
* Discuss with responsible persons, such as fraud and errors, lack of controls under reviewing
* Attend monthly/ yearly stock counting
* Attend FA Register physical check
* Liaise with all internal departments
* Other Ad-hoc duties

**Sep2009-Dec2010: Account Assistant**

(Quarto Product Pte.Ltd. (Trading))

Responsibilities

* Prepare and key in monthly sundry creditors

(Creditors, UOB cards, Starhub / Singtel Bills)

* Handle sale ledger and purchase ledger
* Prepare Bank reconciliation
* Classified and key in monthly Cash Expenses for directors
* Prepare for quarterly GST F5 report
* Prepare Forwarder Charges Summary ( based on amount and quantity)
* Monthly Report to Finance Manager
* Monthly Stock Counting
* Assist to Internal Auditor

(Check the details against Peachtree System and hardcopy documents along with Co. policy and Standards)

-Account Payable transaction

-Account Receivable transactions

-Sale Journal

-General Journal

-Inventory Valuation Report

* Other Ad-hoc duties

**PERSONAL DETAILS**

GENDER FEMALE

NATIONALITY MYANMAR

PASSPORT MA544371   
ADDRESS No.97, Hledan street, Kamayut Township, Yangon

EMAIL phuaung@gmail.com

TELEPHONE +95 97901 69688

**EMPLOYMENTS**

I’ve currently working as Senior AE at Luther Corporate Services Myanmar for Singapore clients according with IFRS. I’ve well experienced for full set of account and also the application process in business. I am using UBS software currently and do it better.

Before join to GRP and after QP, I attended E2 to enhance my knowledge and worked as a volunteer in finance departments at NGO.

I had working at Quarto Product (QP) Pte Ltd in Finance department and Internal Audit department through 4 years. As above detailed mention, my progress is as an assistant to associate (management level) through my hard working and their appreciation as well. I got punctual reward monthly. I try my best continuously. I had participated social work on behalf of company activities and I am pleased to involve as that. I’ve worked with many nationalities and happy to work hard together for organisational goal. You can feel free to contact for more my personal and positive attitude directly to Mr Norman Chen (MD) via ([quarto@gmail.com](mailto:quarto@gmail.com)).

**EDUCATION**

Currently ACCA (candidate)

Pass Holding

-Knowledge Module (Kaplan, Singapore)

-F5 (Performance Management)

-F6 (Taxation)

-F7 (Financial Reporting)

-F9 (Financial Management)

2007-2007 Effective Spoken English Course

(Kaplan, Singapore)

2006-2006 Upper Intermediate Level

(CETANAEnglish Proficiency Centre, in Myanmar)

2001-2004 B.A (Russian)

Yangon University of Foreign Language, Myanmar

**ADDITIONAL SKILLS/ATTRIBUTES**

* Microsoft Office (Word, Excel, Power Point)
* Accounting software (SCA, Peach Tree and UBS)
* Useful excel for accounting
* Social Entrepreneurship Course (E-002/20)

-Introduction of: Development & Development Economic

: Governance

: Communications and Advocacy

: Transformational Leadership

: Tools Kits for Management

: Social Science

**REFERENCES**

Notice period Negotiable (prefer one month prior notice)

Expected Salary Negotiable