

PROFILE

Detail-oriented and multilingual Accounting and Finance professional holding an MA in International Business Management and currently pursuing ACCA certification. Moreover, with over five years of global experience in finance roles within SMEs, I have developed strong expertise in transactional finance operations including accounts payable/receivable, performing bank reconciliations, accruals, and supporting month-end reporting. Adept in processing multi-currency invoices while identifying discrepancies, supplier reconciliations, and working with global teams. Proficient in MYOB, Peach Tree, and Excel (VLOOKUP, PivotTables). Known for accuracy, efficiency, and ability to thrive in fast-paced, high-volume environments. Seeking to leverage my skills and proactive mindset to support financial operations.

EDUCATION

Middlesex University, London, UK.

(September 2023 – February 2025)

Master of Art in International Business Management with First Class Honours (1:1)

Modules: Strategic Business Simulation, International Business Strategy, Management Analytics, Applied Corporate Finance, New Trends in International Business, Trade and the Multinational Enterprise, Management in Globalised Context, Managing the Multinational Organisation

Dissertation: Managed a virtual firm, Firm D, in automobile industry using the StartSimManagement platform in a simulated environment.

Project Description: Contributed successful strategic decision plans by analysing financial risks to mitigate budgeting, forecasting for profitability and investment strategies. Utilised data effectively with the interpretation of competitors financial reports to drive decisions.

Achievement: Increased Stock price to \$103.16 with AAA Bond rating and \$33,583 million of market value.

Association of Chartered Certified Accountants (ACCA).

Diploma in Accounting and Finance

London Chamber of Commerce and Industry (LCCI).

Part-Qualified (Ongoing)

(January 2018)

❖ **Other Qualifications:**

Waseda Foreign Language Collage, Japan.

(April 2015 – March 2016)

Yangon University of Foreign Languages, Myanmar.

(November 2009 – September 2012)

SKILLS

Technical Skills:

Accounting and Financial Operations: AP/AR processes, Multi-currency invoicing, Fixed Asset Management, Supplier & Customer Reconciliations, Bank Reconciliations, Accruals & Prepayments, Credit Control, VAT Returns, Financial Forecasting, Month-End Closing, Balance Sheet and P&L Reporting

Financial Systems and tools: MYOB, Peach Tree, Advanced Excel (VLOOKUP, Pivot Tables), Microsoft 365 Suite for transaction recording and financial data management, and adaptable to other financial systems

Compliance & Audits: Support for internal/external audits, adherence to financial regulations across jurisdictions

Payroll Support: Familiar with payroll data handling (bonuses, absences, taxes)

Process Improvement & Efficiency: Driving automation, accuracy, and system enhancements for financial processes

Others: Strategic Planning | Business Analysis | Data Analysis | Project Management

Interpersonal Skills:

Time Management & Workload Prioritization: Efficient in managing multiple accounting tasks under deadlines

Multi-tasking, Handling pressure and Adaptability: Capable of handling multiple responsibilities efficiently, working under pressure, and adapting to fast-paced environment

Attention to detail and Accuracy: Ensured precision in financial statements, transaction entries, and reconciliations to maintain financial data accuracy and prevent financial errors

Problem Solving and Decision-making: Identified financial inefficiencies and recommended cost-saving measures while reviewing invoices and payments

Others: Critical Thinking | Customer Service | Team Collaboration | External Partner Communication

WORK EXPERIENCES

Accounts Assistant at Upload Myanmar Co., Ltd., Myanmar.

August 2018 – July 2023

Key Responsibilities:

- Generated and processed high-volume AP/AR invoices, including multi-currency transactions, ensuring accuracy and timely payments in line with financial policies.
- Conducted regular bank reconciliations and maintained accurate financial records across local and international accounts.
- Prepared accruals, prepayments, and journal entries for monthly management accounts, supporting variance analysis and forecasting.
- Reconciled supplier statements and resolved discrepancies to maintain strong vendor relationships.
- Assisted in budget preparation and provided financial analysis for strategic planning.
- Supported internal and external audits by compiling financial data and preparing documentation.
- Provided payroll input and expense reconciliation across departments in accordance with company policies.
- Maintained financial records in compliance with international accounting standards.
- Assisted in preparing VAT and commercial tax filings, ensuring compliance with Myanmar taxation standards.

Admin cum Accountant at Crowe GTA Myanmar Co., Ltd., Myanmar.

August 2016 – August 2018

Key Responsibilities:

- Processed supplier and customer invoices in both local and foreign currencies, ensuring accuracy and compliance with internal procedures.
- Supported monthly closing processes, including bookkeeping, accrual and adjustment entries to ensure timely and accurate reporting.
- Monitored AR/AP aging reports and performed follow-ups to support healthy cash flow.
- Performed other ad hoc administrative tasks including translation and interpretation.

Additional Experiences:

Team Assistant at KellyDeli Co., Ltd., London.

September 2023 – Present

Customer Service Assistant at Sanay Travels & Tours Co., Ltd., Myanmar.

February 2013 – February 2015

LANGUAGES

Japanese (Upper Intermediate)

References available upon request.

- Quiping Li – Module Leader, Middlesex University. – Q.Li@mdx.ac.uk
- Lei Wuttyi – General Manager, Upload Myanmar Co., Ltd. – leiwuttyi.upload21@gmail.com