

Blk 14, Room No.7, 12 Wards,  
Set Hmu Yeik Thar, Hlaing Township,  
Yangon.

[eiphyuhlaing8394@gmail.com](mailto:eiphyuhlaing8394@gmail.com)

Phone: +95 9976841594



### Career Objectives

Seek a challenging position in Finance and Accounting area that will utilize my education and experiences. Focusing on obtaining for **Account Manager** position to become a key person of growth-oriented company.

### Personal Profile

**Date of Birth** : 5<sup>th</sup> May 1983  
**Marital Status** : Married  
**Nationality** : Myanmar  
**Passport No** : MA038175  
**N.R.C No.** : 12/La Ma Na (N) - 137379  
**Expected Salary** : (Negotiable)

### Professional Profile

- Extensive knowledge in Accounting
- Good Experience in business development and implementation work
- Well-experienced in Peachtree Software, MIT Software, Microsoft Office 2003 & 2007&2010
- Self-motivated, highly resourceful and committed individual who thrives in a challenging environment
- Good written and oral communication skills
- Team-spirited professional, creative skills, and responsible
- Helpful, respect, coordination, patient, honest, confident, ad hoc and positive attitude
- Ability to perform with minimum supervision

### Education

University of Dagon, Myanmar

Dec 2001 ~ Sep 2004

*Bachelor of Science (Physics)*

### Professional Certificates

- **Diploma in Management Account (LCCI) & ACCA (Part I)**  
United Kingdom (London)  
**Certificate of GST Intermediate Concept (Singapore)**  
**Certificate of Taxation for Commercial, Capital Gain, Income, Withholding and Stamp Duty**  
(Myanmar)

### Language Skill

Burmese: **Mother tongue**

English: **Advanced**

## Career History

Asian Wealth Bank	2002 ~ 2004 (2 Years)
Today Group of Companies	2004 ~ 2008 (4 Years)
Myanmar Winery & Distillery Co., Ltd	2008 ~ 2012 (4 Years)
Treasure Travels & Tours Co., Ltd	2012 ~ 2013 (1 Years)
Wong Sign Ad & Pte Ltd	2013 ~ 2017 (4 Years)

## Working Experience Details

### 1. Accountant in Asia Wealth Bank (2002 to 2004)

- Check for all of cheques, receipt & remittance amount with MIT Software& Manual
- Daily transaction key into General Ledger
- Prepare for Monthly Ledger & Trail with MIT Software& Manual
- Reason for leaving: Bankrupt

*Reason for leaving : Bankrupt*

### 2. Today Group of companies (2004 to 2008)

#### Junior Assistant Accountant in Today Book Store

- Summarizing and submission of Financial Report to BOD
- Financial Analysis
- Check for all daily transaction & put on the MIT Software
- Budgetary Control
- Cash Budget
- Control payable account of suppliers
- Stock taking (Quarterly)
- Cash Management

#### Accountant in Today Publishing House ( promoted in 2005)

- Preparation and submission of Financial Report to BOD
- Financial Analysis
- Cash Budget
- Check for monthly bank reconciliation
- Stock taking (Quarterly)
- Control of receivable & payable accounts of Suppliers & Customers
- Estimate & Actual costing for book price (Magazine & Books)
- Maintain and register for all fixed assets
- Pre-auditing of Payments
- Cash Management

#### Assistant Manager in Myanmar Silk Road Travel & Tour ( promoted in 2006)

- Preparation and submission of Financial Report to BOD
- Financial Analysis
- Cash Budget
- Control of receivable & payable accounts
- Costing of tour package (Estimated & Actual)
- Pre-auditing of Payment
- Cash Management

*Reason For Leaving :* Next step for brighter future , to get more experience in new business environment and willing to learn more accounting professional subjects (ACCA)

### **3. Accountant in Myanmar Winery & Distillery Company Limited (2008 to 2012)**

- Maintain and register for all fixed assets
- Responsible for cash receive , payment and petty cash
- Check payroll with personal file, leave record and appointment
- Assist in Preparation of Monthly Budget
- Handle of ledger & prepare for monthly financial reports.
- Prepare lists of sale invoices.
- Prepare monthly Bank reconciliation and cash flow report for management.
- Submit monthly financial report to management.
- 

*Reason for Leaving:* To find better career opportunity and willing to learn different business environment.

### **4. Accountant in Treasure Travels & Tours (2012 to 2013)**

- a. Preparation and submission of Financial Report to BOD
- b. Financial Analysis
- c. Cash Management
- d. Budgetary Control
- e. Control of receivable & payable account
- f. Maintain and register for all fixed assets
- g. Costing for Tour and Ticket Estimated & Actual (By Tour Code)
- h. All of receipt & payment vouchers entry to Peachtree Software
- i. Check payroll with personal file and calculation for monthly staff income tax
- j. Prepare and Calculation for Company Income Tax and Commercial tax

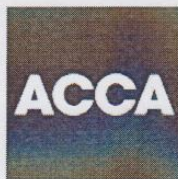
*Reason for Leaving:* To get Foreign Experience and want to apply my knowledge and experience in Singapore.

### **5. Account Manager & Chief Admin in Wong Sign Ad & Pte Ltd (Jun' 2013 to Mar'2017)**

- a. Financial Analysis
- b. Cash Management
- c. Budgetary Control
- d. Control of receivable & payable account
- e. Maintain and register for all fixed assets
- f. Prepare quotation, invoicing & delivery order
- g. All of receipt & payment vouchers & all of journal entries put on UBS Accounting Software (Full set of Accounts)
- h. GST Quarterly Report submit to IRAS
- i. Calculation & Check Monthly Salary for 15 Staffs and Calculation CPF
- j. Calculation for Management & all staff yearly income and submit to IRAS
- k. Follow up client phone call & arranging schedule for installation with Management
- l. Prepare Financial Report By Monthly & Yearly submit to IRAS

*Reason for Leaving:* To apply my foreign experience in our country

**Income : S\$ 2,300.00 per month**



# Provisional Result Notification for ACCA Computer Based Examinations

This is to certify that

**Ei Phyu Hlaing**

has achieved the following provisional result  
in the Computer Based Examination

**F2-Management Accounting  
62% - Pass**

held at  
**British Council Myanmar**

on  
**25/06/2012**



This is a provisional result that will be verified and confirmed  
by ACCA on your next Examination Entry Form.



**ACCA**

# **Provisional Result Notification for ACCA Computer Based Examinations**

This is to certify that

**Ei Phyu Hlaing**

has achieved the following provisional result  
in the Computer Based Examination

**F3-Financial Accounting  
78% - Pass**

held at  
**British Council Myanmar**

on  
**15/12/2011**



This is a provisional result that will be verified and confirmed  
by ACCA on your next Examination Entry Form.



## Notarial Translation

### UNIVERSITY OF DISTANCE EDUCATION, YANGON ( EMBLEM ) BACHELOR OF SCIENCE

This is to certify that **EI PHYU HLAING** daughter of **U TUN HLAING**, has been admitted to the Degree of **Bachelor of Science, Physics** as a specialized subject during the academic year 2003-2004 from the University of Distance Education, Yangon.

Sd/-xxx  
Initial

{Photo with embossed seal}

Sd/ x x x  
Rector

University of Distance Education, Yangon.

Sd/-xxx  
Initial

#### (ON REVERSE )

Registered as a Bachelor of Science Degree holder in this University, Registration No is **315005**.

#### Degree Holder's

Branch **Dagon**

Roll No. **3/Ya Pa - 61 (021)**

Citizenship Scrutiny Card No. **12/La Ma Na (Naing) 137379**

National Registration Card No.

Foreigner Registration Card No.....~.....

Sd/-xxx  
Registrar

University of Distance Education, Yangon.

Sd/-xxx  
Initial

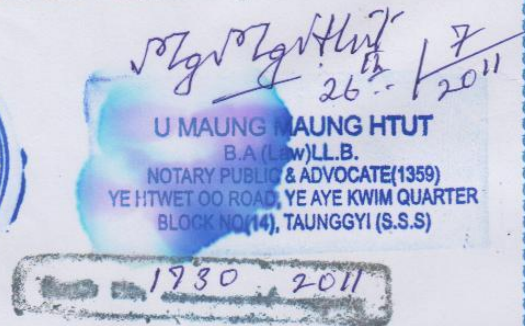
Sd/-xxx  
Initial

Dated - 4 SEP 2005

**AUTHENTICATED, true and Faithful English translation.**



26 JUL 2011





# Diploma



*This is to certify that*

**EI PHYU HLAING**

*has been awarded*

## **Level 3 Group Diploma in Management Accounting**

*having been examined by Education Development International in the following:*

**Level 3 Cost Accounting**

**Pass with Credit**

**Level 3 Management Accounting**

**Pass with Credit**

**Level 3 Certificate in Accounting**

**Pass**

\*\*\*\*\*

SERIES 04-06

ABURRAN/10067275

Serial No. 7243931



**Nigel Snook**  
Chief Executive

L0217413

B - v220

London Chamber of Commerce and Industry from EDI



# CERTIFICATE of ACHIEVEMENT

THIS ACKNOWLEDGES THAT

EI PHYU HLAING

HAS SUCCESSFULLY DISCUSSED THE

Taxation for Commercial, Capital Gain, Income,  
Withholding and Stamp Duty

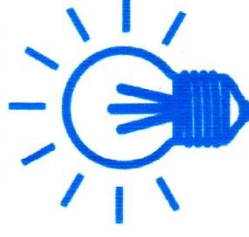
JUL, 8<sup>TH</sup>  
2018



WIN THAW, Administrator,

MORE Consultancy @ MORE Services  
(+95) 9 541 5711, Email: morebiztwo@gmail.com

 **Tax** MORE Services



(+95) 9 310 60 200



7 CPE HOURS

# *Certificate of Participation*

**MASTERING THE BASIC & INTERMEDIATE  
CONCEPTS OF GST WORKSHOP**

*29 November 2013*

**EI PHYU HLAING**

WongSign & Ad Pte Ltd



ANDRE LIM  
COURSE LEADER  
TAKX SOLUTIONS PTE LTD





**INTERNATIONAL BEVERAGES TRADING CO., LTD.**

No.R-18/ S-19, Sittaung Street, Pyinyawaddy Avenue, Yankin Township,  
Yangon, Union of Myanmar.

Tel: (951) 559 833, 559 872, 559 876, 557 441

Fax: (951) 542 677

E-mail : ibtc@mptmail.net.mm

<http://www.royalwhisky.com>

**TO WHOM IT MAY CONCERN**

**Subject : Testimonial For Daw Ei Phyu Hlaing**

This is to certified that **Daw Ei Phyu Hlaing (12/La Ma Na (Naing)137379)** , is employed as Accountant from **27 May, 2008** to date in Group Finance Department of International Beverages Trading Co., Ltd.

The key roles of Daw Ei Phyu Hlaing are assisting the Chief Accountant on Daily Cash Flow, Head Office Ledger Control, Assets Ledger Control, Debtor Control and Banking transactions. She also involving in preparation of Trial Balance, P & L and Balance Sheet for completion of monthly Financial Statement by manual & computer spreadsheet. She is able to control and process her tasks within the stipulated time line and show her respect and obedient to superior.

Daw Ei Phyu Hlaing is diligent, trustworthy, and responsible who works well with peers and business counterparts. I am confident that she will be a good employee and great asset to any potential endeavor.

Your sincerely,

A handwritten signature in blue ink, appearing to read 'CKK', is written above the name of the signatory.

**Choong Keat Keong ( Mr )  
Group Chief Financial Officer  
IBTC Group of Companies**



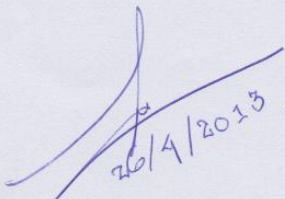


## ***TO WHOM IT MAY CONCERN***

This is to certify that **EI PHYU HLAING (Passport no. M423308)** was appointed as an **ACCOUNTANT** in finance department at **TREASURE TRAVELS & TOURS LTD** (A member of HTOO Group of companies) from 20 Apr 2012 to 27 Apr 2013.

During her stay with us, she was proven to be very hardworking, who is intelligent, efficient, reliable and obedient as well as trustworthy. Her performance and cooperation is a great satisfactory.

For and on behalf of HTOO GROUP OF COMPANIES



26/4/2013

**U THAR LIN HTET**  
**DEPUTY GENERAL MANAGER**  
**TREASURE TRAVELS & TOURS LTD**





黃氏牌业广告私人有限公司

**WONGSIGN & AD PTE LTD**

Blk 9008 Tampines Street 93 Park A #01-65 Singapore 528843 | T6784-3737 | F6783-0565

COMPANY/UEN/GST REGISTRATION NUMBER -2002707266K

Website: <http://www.wongsign.com.sg> | Email: [sales@wongsign.com.sg](mailto:sales@wongsign.com.sg)

13/03/2017

To Whom it May Concern:

It is my pleasure to write a letter of reference for Ms. Ei Phyu Hlaing (Account Manager).

I have known Ms. Ei Phyu Hlaing for the past four years while she was working with **WONGSIGN & AD PTE LTD** as an Account Manager. She use to prepare and processes quotation, deliver orders, invoices, check requests, require contract payments, monthly report and financial report preparation. She has consistently impressed me by her performance and attitude towards her work. Her interpersonal and communication skills have helped her to develop a productive working and professional relationship with both our clients and our staff.

She possesses great listening and interviewing skills necessary to extract information from our clientele while performing financial assessments. Her analytical skills to diagnose problems and devising solutions have helped the company a lot in increasing. She has also proven her ability to remain calm during frenetic situations.

I highly recommend Ms. Ei Phyu Hlaing for any position in the Accounting department. I wish her all the best for her career.

Yours Sincerely,

Mr. Michael Wong  
Director

WONGSIGN & AD PTE LTD



Mr. Wong Choong Keong  
Director

WONGSIGN & AD PTE LTD

