



# Mr. SAI THU

## Head of Finance Department

Eight years of experience include six years of Chief Accountant, Senior Accountant and Accountant experience in accounting and finance at construction company and Manufacturing Company and two year of Junior Assistant experience in Banking finance at United Amara Bank Ltd.

### Contact

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#### Phone

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#### Email

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#### Address

No-92, RM 6(A), Nilar Street, 1 Qtr,  
Kamaryut.

### Personal data

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Father Name - U Kyi Shwe

Date of Birth - 14.04.1992

N.R.C No - 14/WaKhaMa(N)221050

Religion - Buddhist

### Hobbies

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Reading and Writing

Travelling

Study

### Language

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English

### Education

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#### Education

1. Master of Business Administration-MBA

(Lincoln University- Malaysia)-2022

2. Bachelor of Economics, B.A (Eco)

( Pathein University- Pathein )-2012

3. Diploma In Management Accounting (UK)

( British Council-Yangon )-2014

4. Certificate In Book-Keeping and Accounts (UK)

( British Council-Yangon )-2014

5. Certificate In Business Management @ Administration (BMA-Diploma)

( Strategy First Institute-Yangon )-2016

6. Certificate In International Financial Reporting Standard (IFRS-Diploma)

( NAY LIN AUNG Finance & Accountancy Academy-Yangon ) -2017.

## Experience

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### 2020 to Current

#### Stellar Star Company Limited ( ShwePyiThar, Yangon)

##### Chief Accountant ( Head of Finance Department )

- Prepare monthly profit and loss account and report to BOD.
- Drafting and submitting annual financial statements to the BOD.
- Designing and setting monthly sales targets and production targets.
- Checking sales vouchers and expense vouchers submitted by Senior Accountant and Checking the cash in the cashier.
- Prepare tax returns in collaboration with CPA accountants to submit annual tax returns to the government.
- Preparing quarterly reports to the Myanmar Investment Commission (MIC).
- Calculating one unit costs and setting selling prices.
- Calculating estimated costs and setting sales targets and product targets.
- For the entire accounting department, the necessary list forms, allocating responsibilities and checking the reports coming from the accountants and making the necessary recommendations.
- Issuing necessary directives for all departments in the company and assisting the BOD to implement the works.
- Checking and verifying the accounts payable and accounts receivable of the company and reporting to the Director.

##### Senior Accountant

#### Stellar Star Company Limited ( ShwePyiThar, Yangon)

### 2018 to 2020

- Checks daily income/disbursements and reports daily accounts to the director.
- Make monthly cash accounts and bank in/out and give monthly reports to the MD.
- Monthly accounts receivable and credit accounts are made and reports are given.
- Daily sales day books and Credit Vouchers are checked and lists are compiled.
- Prepare monthly trail balance and report to Chief Account.

##### Junior Assistance

#### United Amara Bank ( Thamine Branch )

### 2016 to 2018

- Receive and Payment for daily transaction.
- Check in deposit cash from customer.

## **Accountant**

### **THOR Engineering Company Limited**

#### **2013-2016**

- Responsible for checking on expense daily transaction and divide by account head.
- Monthly/quarterly/yearly Trail balance reporting to MD.
- Summit a report of Profit and Loss for the whole project.
- Check and report for account of store.

## **Cashier and admin**

### **Yangon Crown Company Limited**

#### **2011 to 2012**

- Daily Document for admin expense and reporting to Senior Accountant.
- Accountability for petty cash book