

CURRICULUM VITAE

1. Name : YADANAR SHEIN
2. Sex : Female
3. Marital Status : Married
4. Date of Birth : 20th December 1969
5. IC No. : S6961834J
6. Nationality : Myanmar (Singapore PR)
7. Qualification : **Provisional member of ICPAS** (Singapore)
ACCA (The Association of Chartered Certified Accountants)
CAT (Certified Accounting Technician)
CPA (Myanmar)
B.Com (Q) (Bachelor of Commerce)
D.A (Diploma in Accounting) (LCCI)
1st Place in Myanmar in Accounting &
2nd Place in Myanmar in Management Accounting
8. Computer experiences : - Microsoft Office 2000 (Excel, Words)
- TSS – MAX PLUS (Accounting Software)
- TSS – WebMax (Accounting Software)
- Hexagon Version 6.00 (Banking Software)
- Microsoft Windows XP professional
- Hyperion v6 (Reporting Software)
- Lotus Notes 6.51
- ACCPAC (Accounting Software)
- Acc Trak 21 (Accounting software)
9. Singapore Address : BLK-702, # 07-36
Chua Chu Kang Street 53
Singapore-680702
Email: y_shein@yahoo.com.sg
Tel No: 67656353, 67265937 (Home), 90484205(HP)
10. Referee : **Daw Saw Nwai** (Finance Manager of Bates Myanmar Limited)
Contact No. 951-562396

Ms. Lim Lee Lee (Finance Director of Bates Indochina Pte Ltd)
Contact No. 9616 9691



EMPLOYMENT HISTORY

1 September 2005 – Up to Now

Accountant

South Seas Inspection (S) Pte Ltd. (MNC – Oil & Gas, Marine Servicing Company)
Singapore.

- Manage to clear backlog 2004 Audit and full sets of accounts ensure timely & accurate reports to be submitted,
- Responsible for the Accounts receivable function & manage the A/R & Debt collection.
- Responsible for the Accounts payable function & manage the AP. Prepared payroll for Freelancers
- Prepare monthly Payroll for all local staff & overseas staff and submit CPF e file.
- Prepared IRA8 for YA 2006 (year 2005) for all local staff.
- Prepared Monthly Bank Reconciliation for all Banks.
- Report to General Manager and Financial Controller and assist to them for Ad Hoc assignments.
- Prepare Hire Purchase schedule and prepare journal entry for HP interest & principle, recognized Fixed Asset entries.
- To Check GST (input tax, output tax ...ect) and prepare GST Report, file GST return to IRAS quarterly.
- Prepared monthly sale commission schedule.
- Checked monthly sub ledger (AP, AR) with GL a/c.
- Checked monthly suspense a/c & cash float for all country
- Prepared monthly all reversing JV & recurring JV for depreciation, HP and Accrual & prepayment.
- Prepared detail schedule for Staff advance & subcontractor advance.
- Prepared audit schedule for Deposit a/c, prepayment a/c & sundry accrual a/c.
- Prepared monthly timesheet & overtime schedule for local staff for job costing purpose.
- Prepared monthly reclassification & analysis for all country cash books and post journal entry into system. (Baku, Indonesia, Vietnam, India.....etc)
- Prepared monthly schedule (Rental, salary & allowance, deposit & prepayment) for Brach countries

3 May 2005 – 31 August 2005

Temp Accountant (3 months contract)

Technigroup Far East Pte Ltd. (MNC Designed & System Furniture Company)
Singapore.

- Manage to clear backlog and full sets of accounts ensure timely & accurate reports to be submitted,
- Transaction entries for materials requisition & inventory receipts using ACCPAC accounting software.
- Reconcile inventory report with physical inventory report from store Dept.
- Report to Chief Operation Manager. Transaction entries for adjustment of inventory quantities and create new inventory item code.
- Checking & reviewing materials requisition and Job costing.
- Helping current accountant for issuing monthly hotel supplier invoices, key in orders & manual cheque payment entries.
- Prepare monthly sale order report.
- Prepare supplier statement reconciliation for January, February, March 2005 and year 2004.
- Checking & matching supplier invoices with delivery order, purchase order and goods receipts.
- Allocate Transportation Cost to relevant stock.
- Production worker timesheet & allocate these labour charges to related jobs.
- Prepared monthly Sale commission statement, Royalty calculation.
- Prepared weekly rolling cash flow.
- Prepared management report (including income statement, balance sheet, cash flow, ratio analysis, sales analysis, sale report by segment, overhead analysis, etc.).

Reason to quit: Finished contract period (1 month extend).

16 July 2004 – 14 January 2005

Accountant

Bates Singapore Pte Ltd. (MNC – UK Advertising Company)
Singapore.

- Manage full sets of accounts & ensure timely & accurate reports to be submitted,
- Database administration of Hyperion consolidation system,
- Prepared Monthly Financial report using Hyperion system for Bates Asia.
- Prepared Monthly Management report (Balance sheet, Income statement, Client report) for Finance Director,
- Performing Sarbanes Oxley Act audit,
- Prepare monthly management reports using excel spread sheet & Hyperion reporting software and submit to Bates Asia in Hong Kong and forecasting,
- Daily invoicing, job costing using TSS Max plus accounting software,
- Checking & reviewing work in progress every week and checking all jobs costs with job cost reports under Bates Singapore's clients (Including Pfizer, Nokia, Heineken, Audi, etc.),
- Prepare monthly production schedule and audit schedule (accrual, prepayment ...etc),
- Reconcile sub ledger with general ledger,
- Prepare monthly analytical report (as revenue variance, profit/loss variance and client profitability, etc.) to Operation Director & Finance Manager,
- Checking & reviewing audit trail with sub ledger,
- Review Balance Sheet & Reconciliation,
- Assist in Annual Budgeting & ad-hoc projects.

Reason to quit: To go back own country for settling personal thing after ACCA.

1st October 1997 – 15 July 2004

Accountant

Bates Indochina Pte Ltd. (MNC – UK Advertising Company)
Singapore.

- Manage full sets of accounts & ensure timely & accurate reports to be submitted,
- Checking all job costs with job cost reports and WIP,
- Managing cash flows and handling and controlling payments,
- Monthly closing of all General Ledgers maintained in multi- currencies,
- Updated the Financial Accounts with TSS Max plus accounting software.
- Monthly invoices for billing of Client cost for Myanmar division and Cambodia division & Centre (Singapore) and billing of inter company for Bates worldwide.
- Maintain monthly Fixed Asset Register and handling Account Receivable (AR),
- Account Payable (AP) and staff expenses reports and advance accounts.
- Prepare monthly Consolidation Financial Reports using excel spreadsheet for Myanmar division for Finance Director.
- For the financial year have to prepare budgetary controls of office expenses for Singapore and Myanmar Company.
- Compare the actual and budget figures, prepare & maintain the financial statement for Finance Director, according to the requirements in time.
- Reporting to the Finance Director, assisted to set up and maintain the books and review internal audit and internal controls for the operations of the Myanmar division of the Company in Singapore.
- Assist the audit team for information and explanations required.
- Liaise with all Myanmar professional Advisers or consultants.
- Assist in company secretarial matters; liaise with auditors, tax agent and bankers in Myanmar.
- Undertake ad hoc projects when assigned.
- Review the local Myanmar Company books at the Singapore holding company for consolidation purposes.
- Implementation & training in Accounting Software (TSS Max plus) to Myanmar local staff.

Reason to quit: Company restructuring, to transfer Indochina market to Singapore market.

July 1996 – September 1997

Assistant Finance Manager

Bates Myanmar Company Ltd (MNC – UK Advertising Company)
Yangon, Myanmar

- Checking job costs with job control statements.
- Managing cash flows and handing and controlling Petty cash payment and monthly closing of all Petty Cash Books maintained in multi-currencies.
- Preparation of payment vouchers involving multi-currencies,
- Prepared monthly staff payroll and income tax schedules,
- Prepared monthly Financial Report and Quarterly Budget,
- Prepared Monthly Bank Reconciliation statement, monthly Trial Balance in multi-currencies.
- Prepared Monthly invoices for billing of Client costs,
- Prepared Fixed Asset Register and Depreciation schedule
- Keeping records for total debtors, total creditors and staff advances
- Budgetary controls for Office expenses, computation and preparation of tax correspondence
- Assisting to Finance Manager for Trial Balance, Profit & Loss A/C and Balance Sheet to produce for audit of 1996-1997 (Financial Year) accounts.
- Assist the audit team for information and explanations required.
- Liaise with all Myanmar professional Advisers or consultants and Tax department and Bank.
- Assist in company secretarial matters; liaise with auditors, tax agent and bankers in Myanmar.

Reason to quit: to transfer head office in Singapore.

April 1994 - March 1996

Apprentice Auditor

U Hla Tun Group (U Hla Tun Certified Public Accountant and Financial Consultant)
Yangon, Myanmar

AUDIT EXPERIENCE IN

ENTITIES AUDITED

1. Strand Hotel, Thamada Hotel, Nawarat Hotel, Savoy Hotel
2. Joint Venture (7) & Joint Venture (9)
3. Myanmar Daewoo International Ltd. & Daewoo Electronics Myanmar Co., Ltd.
4. Myanmar Korea Timber International Ltd.
5. Myanmar Segye International Ltd.
6. Pepsi Cola Product Myanmar
7. Myanmar Singapore International Ltd.
8. Myanmar Leading Logistics Ltd.
9. Double Nine
10. Nichiman
11. Tomen Corporation
12. PAE
13. Siam Cement Myanmar Co., Ltd.
14. Burma Government Security Insurance
15. Baptist Conversion Church, Bible Society, Myanmar council of Church and Bishop Court
16. Total Myanmar Exploration & Production
17. Myanmar Daewoo Motor Co., Ltd

DUTIES INVOLVED

- a. Procedural Audit
- b. Trial Balance and Ledger Study
- c. Preparation of Financial Statement
- d. Verification of Assets and Liabilities
- e. Drafting Short Form of Audit Report
- f. Preparation of Accounts and Schedules
- g. Preparing Source and Application of Fund Statement
- h. Notes to the Accounts
- i. Drafting Long form of Audit Report
- j. Calculation of Taxes
- k. Analysis of Financial Statement
- l. Composing Internal Control Questionnaires
- m. Evaluation of Accounting System and Internal Control System
- n. Enquiry on Company Law Requirements
- o. Reviewing Source and Application of Funds

September 1993 - March 1994

Accountant

Win Yadana Enterprises Co., Ltd
Yangon, Myanmar.

As an Accountant, my duties were handling full set of account, the Cash Book, posting to the General Ledger, preparation of payment vouchers, Journal vouchers, Bank Reconciliation Statement and monthly Trial Balance.

June 1990 - March 1992

Assistant Accountant (Part Time)

Khaing Press
Yangon, Myanmar

As an Assistant Accountant, my duties were doing entries in the cashbook, posting to the General Ledger and preparation of Payment vouchers, Received Vouchers and staff payroll.