

A MI MI ZAW

REMOTE BOOKKEEPER / ACCOUNTING PROFESSIONAL

PROFESSIONAL SUMMARY

Detail-oriented and reliable accounting professional with over 2 years of experience in accounts management, AP/AR, and financial reporting. Skilled in maintaining full sets of accounts accurately, assisting audits and tax filings, and preparing financial statements. Seeking a remote bookkeeping/accounting role to contribute strong analytical and organizational skills.

EXPERIENCE

ACCOUNTING & ADMINISTRATIVE ROLES

2020 - 2022

3 Star Myanmar Company Ltd

- Managed full sets of accounts and ensured accuracy in financial records
- → Improved monthly financial report accuracy, reducing errors by 10%
- Handled AP/AR transactions and reconciliations
- → Streamlined invoice processing, cutting approval time by 2 days
- Assisted in audit and tax preparation processes
- → Supported successful on-time audit submissions with zero compliance issues
- Maintained and updated financial reports, and budgeting records
- → Created budgeting system that improved expense tracking and forecast accuracy

CONTACT

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SKILLS

- Accounts Payable & Receivable (AP/AR)
- Bookkeeping & Financial Reporting
- Budgeting & Expense Tracking
- Audit & Tax Support Assistance
- Microsoft Excel & Accounting Software (QuickBooks, Xero)

EDUCATION

Bachelor of Commerce (B.Com)

Meiktila University of Economics
2018-2025

Diploma in Accounting & Finance

LCCI (UK)
2022-2023

AVAILABILITY & RATE

Remote availability | \$10/hour