



**Myint & Associates Co., Ltd**  
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## **JOB VACANCY**

### **Auditor**

#### **Job Specification:**

- B.Com / B.Econ ( Stats. ) / LCCI Level III
- Age between ( 25 – 35 ) years
- Basic command of English in need
- Able to use MS Office Application & Internet Email both English & Myanmar
- At least 2 ( or ) 5 years experience in related Field

#### **Duties and Responsibilities**

- Auditing and Monitoring to Junior Staff and give the guideline and advices
- Overview audit finding both on paper and physical auditing
- Prepare Audit Schedule Plan, Monthly, Quarterly
- Suggest and discuss to the other departments required with Control System from audit finding
- Modify the control system if need to change to be more convenience and effect
- Auditing the monthly invoices issued by Finance Department
- Follow up for advance case & clearance case not to be delay.
- Site Survey and Visiting to Projects

**Only short-listed candidates will be contacted for interview and related tests.**

Candidates who meet the respective requirements should send their applications, describing details of qualifications & work experience to-date with contact phone numbers and mailing address, attached with copy of educational / professional certificates, copy of Labour Registration Card, National Registration Card, and Census Copy, original of Testimonial from police station to above address by 28 July 2017.