

Varunee Thanasuwanditee

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Career Objective

- To find a challenging position to meet my competencies, capabilities, skills, education and experience.
- Positive thinking or conceptual for problem solving.

Qualifications

- Good leadership, managerial and interpersonal skills
- Strong analytical skill and commercial sense
- Good and relevant education and tax background
- Able to handle full set of account and tax
- Knowledge of computerized software
- Multicultural experience through work and studies
- Well experience liaising with the Revenue Department

Personal Details

- Date of birth : April 18, 1973
- Gender : Female
- Nationality : Thai

Education

- 1999-2002 : Chulalongkorn University, Bangkok, Thailand
 - Master's Degree Program in Accountancy
- 1991-1995 : Assumption University, Bangkok, Thailand
 - B.B.A. in Accounting

Certificate

- May – Oct 2007: Upper Intermediate English Course at Australian School of Business and Technology in Sydney, Australia
- 2006 : Graduate Diploma in Taxation Program at University of the Thai Chamber of Commerce
- 2005 : Tax Auditor Certificate

Professional Experience

Feb 2014 to Present : Huachiew TCM Hospital
Position : Finance and Accounting Manager

Roles and Responsibilities

- Responsible financial report and accounting report. (monthly , quarterly and yearly)
- Forecasting budgets annual and other project.
- Responsible Thai Accounting Standard and audit matter.
- Deal with internal audit for checking all system in the organization and report to management
- Reviewing monthly withholding tax and ensuring compliance with Thai Laws and regulations and report tax in timely manner.
- Prepare Manual and regulation for finance and accounting procedure
- Responsible for daily cash flow and cash projection
- Review Contract and Agreement
- Responsible for examining and controlling of system
- Prepare property and signboard tax form
- Responsible cash management and Ad-hoc report

Sep 2008 to Sep 2012: Marie France Bodyline International (Thailand) Ltd. and group

Position : Accounting Manager

Roles and Responsibilities

- Responsible for 4 companies as follows:
 - Marie France Bodyline International (Thailand) Ltd. 18 branches
 - Svenson Hair Center (Thailand) Ltd. 8 branches
 - Svenson Hair Center Thasia Ltd. 9 branches
 - Crown International Hair Weaving Center Ltd. 1 branch.
 - All companies use Navision System for accounting and operation.
- Responsible for monthly and yearly account closing, and all aspects of business accounting functions including budgets, AR, AP, taxation, reporting and forecasting.
- Tax Planning
- Liaise with local Government Agencies and Auditor to comply with Thai regulations and Thai accounting standard.
- Deal with Bank officer for long term loan or promissory note
- Managing internal accounting controls.
- Managing day-to-day finance and accounting operations, collection and payment.
- Leading and developing a team of accounting staff to ensure that all activities are completed accurately and on time.
- Report directly to Finance manager in Singapore.
- Ad-hoc reports.

Jan 2008 to Sep 2008 : J&W Development Co.,Ltd. (Property Business)

Position : Finance and Accounting Manager

Roles and Responsibilities

- Check all of payment voucher and all agreements.
- Prepare accurately local tax returns including PIT, VAT, Withholding Tax, Special Business Tax and Corporate Tax to Revenue Department.
- Reconciliation Revenue from G/L compare with Revenue from PP.30
- Close accounting and prepare financial statement and budget to management level including tax planning.
- Liaise with local Government Agencies and Auditor to comply with Thai regulations and Thai accounting standard.
- Deal with Bank officer for long term loan or promissory note
- Prepare cash flow budget and management report
- Implement system, internal control and fixed assets control.
- Ad-hoc reports.

Oct 2006 to Apr 2007 : Kompas Accounting Co.,Ltd.
(Japanese Company : Accounting Service)

- **Position** : Accounting Manager

Roles and Responsibilities

- Consult in accounting, tax and internal control to the customers.
- Prepare accurately local tax returns including PIT, VAT, Withholding Tax, Special Business Tax and Corporate Tax to Revenue Department (PND.1, PND.2, PND.3, PND 50, PND.51, PND53, PND 54, PND.90, PND.91, PND.93, PP.30, PP.36 and PT.40)
- Close accounting and prepare financial statement and budget to management level including tax planning.
- Liaise with local Government Agencies and Auditor.
- Implement accounting software.
- Coordinate with the auditor and government agencies and internal audit.
- Coach and Train accounting staff on job training programs. Evaluate performance of staff, additional training or termination.
- Supervise internal control to ensure implementation of company standards.

Nov 2002 to Sep 2006 : Siam University

- **Position** : Lecturer

Roles and Responsibilities

- Lecture for 5 subjects as following :
 1. The Principle of Accounting I
 2. The Principle of Accounting II
 3. Taxation (PIT, CIT, VAT, SBT)
 4. Accounting Information System
 5. Cost Accounting I
- Advise students on their academic and career future.
- Responsible for classroom research.
- Train and update for new Thai Accounting Standard and Tax Regulations every semester.

Jan 1996 to Oct 2002 : The Industrial Finance Corporation of Thailand (IFCT)

- **Apr 2001 to Oct 2002: Position** : Senior Accountant in General Accounting

Roles and Responsibilities

- Prepare Withholding Tax and VAT Report.
- Consolidate Financial Statement.
- Reconciliation Bank.
- Review and check transactions of creditor borrowing and swaps.
- Record both receipt and payment vouchers.
- Entry transactions of exchange currency to deposit and settlement with oversea banks by Chase System and S.W.I.F.T.

- **Jan 1996 to Mar 2001 : Asset Development Company (IFCT ' s subsidiary company)**

- **Position** : Senior Accountant (Hire purchase & Leasing)

Roles and Responsibilities

- Close accounting entries.
- Record both receipt and payment vouchers with Formula 4 System software package.
- Prepare and concluded accounts receivable report of Hire Purchase Contracts to customers, credit officers, and managing director.
- Prepare Tax and VAT Report
- Banks and Accounts receivable Reconciliation
- Prepare and deal with Finance Department to issue promissory note.

April 1995 to Dec 1995 : Loxley Public Company Limited

- **Position** : Accountant

Roles and Responsibilities

- Review output tax invoices.
- Prepared Output Tax Reports.
- Petty Cash and Foreign Cash Reconciliation.
- Inventory control.

Other Skills

- Language : Excellent Thai and English
- Computer Literacy : MS Excel, Word and PowerPoint
- Accounting Software : Formula4, AutoFlight, Express, Oracle, CD Organizer , AccPac and Navision
- Typing : Thai 45 wpm and English 60 wpm
- Accounting ability : Knowledge in Thai Tax Laws & Regulations

Interests

- Badminton, swimming, reading and traveling