



TRƯƠNG HOÀNG NHẬT TIÊN

Finance

Sep 18, 2000

Female



Ho Chi Minh, Viet Nam

SKILLS

Office (Word, Excel, Power Point,...)

English

Observation, analysis, and synthesis

Ability to work under high pressure



EDUCATION

BANKING UNIVERSITY OF HO CHI MINH CITY

OCT 2018 - PRESENT

Major: Accounting - Auditing

Degree classification: Good



WORK EXPERIENCE

PVI THANH DO INSURANCE COMPANY

AUG 2021 - DEC 2021

Accounting Intern

- Prepare hundreds of invoice and expense reports to check invoice documents for audit
- Learn specification of invoice documents and detect modifications to entries in Misa software
- Review documents with relevant departments to understand the correct flow and arrangement of documents

**TRI MINH ACCOUNTANT - FINANCE CONSULTANCY SERVICE
COMPANY LIMITED**

APR 2022 - FEB 2023

Accounting payment

- Perform accounting and payment operations, making payment plans and records:
 - + Make a weekly payment plan for suppliers/contractors; plan CF
 - + Daily collect money from customers, collect money from shareholders, collect payments.
 - + Learn the process, the records of the relevant departments to check the records before making the payment
- Perform accounting, inventory and reconciliation of cash funds, bank deposits:
 - + Accounting, inventorying the cash book, closely monitoring the receipts/expenditures with the bank to promptly handle any unusual error
- Store documents for bank payments, cash payments, contracts and related records:
 - + Store documents in accordance with regulations, and extract them and provide them to the audit, or department quickly.
- Do Quick Money Report & Cash Balance Report:
 - + Quick money report making; Prepare cash balance statements at the end of the month; Make other reports
 - + Prepare reports at the request of the boss at any time to meet especially during the year-end period



CERTIFICATIONS

Advanced English degree by vstep

FEB 2022

Advanced Information Technology Certificate issued by Banking
University HCM (Word, Excel, Power Point)

JAN 2021