



# HUYNH MINH PHUC

## EDUCATION

### VNUHCM - UNIVERSITY OF SCIENCE [2013] – [2017]

- Major: Mathematics & Computer Science (Finance)
- GPA: 7.63

### UNIVERSITY OF ECONOMICS HO CHI MINH CITY [Mar17] – [Aug 17]

- Graduation Certificate in Accounting
- Graduation Ranking: Excellent

## CONTACT

PHONE:



DATE OF BIRTH:

July 10<sup>th</sup> 1995

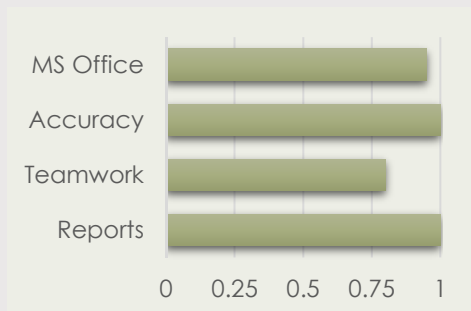
EMAIL:



## CERTIFICATIONS

- TOEIC READING & LISTENING: **860** [2016]
- TOEIC SPEAKING & WRITING [2016]
  - SPEAKING: **140/200**
  - WRITING: **170/200**
- MS OFFICE INTERMEDIATE LEVEL B
- SOFT SKILL IN "TEAM WORKING & PROBLEMS SOLVING"

## SKILLS



## WORK EXPERIENCE

### GREE AIR CONDITIONER (VIETNAM) CO., LTD

[Apr 21 – Present]

[Receivable Accountant]

- Check and proceed the P.O.
- Issue and send VAT invoices.
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data to Misa system (Selling, Exporting accessory, Banking...)
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Process accounts and incoming payments in compliance with financial policies and procedures.
- Facilitate payment of invoices due by sending bill reminders and contacting clients.
- Reconcile the debt of customers, send the debt comparison record.
- Check proposal for clients from Sale Department (Price, Promotion...).
- Other tasks assigned by Manager.

### VN COFFEE TEA SERVICE TRADING CORPORATION - (THE COFFEE HOUSE)

[Apr 20 – Mar 21]

[Fixed Assets Executive and Payable Accountant]

- Review invoices and requisitions for satisfactory payment approval.
- Create accounting in software.
- Prepare payment schedule for suppliers.
- Inventory of assets in stores.
- Record accounting in software.
- Booking new fixed assets to software.
- Assign tag numbers to fixed assets.
- Calculate depreciation for all fixed assets.
- Reconcile the balance of related accounts.
- Other tasks assigned by Manager.

### SAN MIGUEL BREWERY VIETNAM CO., LTD

[Dec 17 – Mar 20]

[Receivable Accountant]

- Issue VAT invoices.
- Assist with month-end closing reports. (Finished goods, Empties, Sales Register, Cash Register, AR Aging, AR Performance, etc.).
- Maintain accounts receivable customer files and records.
- Process credit card payments.
- Follow up the Account Receivable more than 20 customers.
- Check payment request, discount for customers base on contract.
- Check and reconcile bank account balance.
- Check commission for AE, PG, etc.
- Prepare Budget for upcoming fiscal year, 5-year Project.
- Support for C.F.O, Finance Planning Head and GL Team.
- Other tasks assigned by Manager.