



PHAN MINH ĐÌNH

April 10, 1998

Male

342/3 Cach Mang Thang Tam Street, District 3, Ho Chi Minh city, Viet Nam

han100498



WORK EXPERIENCE - ACTIVITIES

HOME CREDIT VIETNAM FINANCE COMPANY LIMITED

OCT 2022 - JAN 2023

AP SPECIALIST

- Checking payment requests to ensure correctness, and compliance with internal policies, internal rules, and local regulations.
- Register & input Fix Asset to SAP system as Fix Asset Policy.
- Allocating the cost incurred monthly.
- Reconcile BS Accounts.
- Receiving and checking invoices of dealers.
- Reconcile and clear bank accounts timely in the morning
- Manage and issue e-invoices for subvention and other incomes
- Monitor accounts to ensure payments are up to date
- Resolve invoice discrepancies
- Tasks for month-end, year-end closing
- The other tasks assigned by Leader/CA...

VIETUNION ONLINE SERVICES CORPORATION (VIETUNION)

JULY 2020 - AUGUST 2022

ACCOUNTING

- Main responsibilities:-Keep Business account Input data, assist manager.
- Assist in doing some statistic report: Collect data/Key in data in excel file and system
 - File accounting documents, Manage the escrow, Manage letter of guarantee
 - Other tasks as required, Working with Sage300
 - Check valid and suffering profile
 - Assist the chief accountant in preparing financial statements and tax declarations
 - Work with departments to collect debt
 - work with internal control to ensure operations in the financial sector

VIETUNION ONLINE SERVICES CORPORATION (VIETUNION)

JULY 2020 - JUNE 2021

DATA ANALYTICS

- Coordinate with related tracking departments and directly solve problems arising from discrepancies
- Implement periodical control: date, period, and month.
- Check payment progress and debt recovery payment security - the opponent done right.

BAC DAU ACCOUNTING AUDITING & CONSULTING SERVICES CO., LTD. (PACO)

DEC2019 - APRIL2020

Audit intern

- To do the working of audit assistant, to perform audit processes, Example: revenue, money, asset,...

HOCHIMINH COMMUNIST YOUTH UNION OF THE FACULTY OF ACCOUNTING, THE UNIVERSITY OF ECONOMICS HOCHIMINH CITY.

JUNE 2018 - JUNE 2020

DEPUTY SECRETARY

- Building up human
- Budgeting and planning: VAT declaration, financial resource.
- Organizing many program for university student like: "Sport competitions2017 ", "Giac Mo Bay"

THE CONVENTIONAL MUSIC COMPETITION "GIAC MO BAY 2018"

JUNE 2018

ORGANIZER

- Organizing the Conventional Music Competition "Giac Mo Bay 2018" for students, attracting more than 300 candidates and 900 participants, as Head decoration



EDUCATION

Major: Auditing

- Studying ACE the future English F3, F6, F8 and Excel for auditor
- GPA: 2.7/4



CERTIFICATIONS

- IC3 Global Standard 4 Certificate
- Winning Bronze Medal for Men's Tug of war in Traditional Sports Day of UEH Association (2018), gold Medal for Table tennis (2019)



SKILLS & ABILITIES

- Good team worker, team leader, team player- Time Management Skill and Positive Problem Solving- Work efficiently under the pressure and meet the deadlines on time - Fastly acclimatize to new and strange environment- Being proficient in Microsoft Office, especially Word, Excel and PPT