



NGUYEN THI HA
✉ Binh Son, Quang Ngai, Vietnam
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Admin & Accountant Staff
3 -year- experience

KEY ACADEMIC QUALIFICATION

☐ **General Accounting Decree of Bachelor (2010 – 2014)**

☐ **General Accounting on Excel Training Course, 2017**

Auditing – Tax Consultancy Co., Ltd

Major: General accounting on excel

State: Graduated-Good

☐ **English Course, 2012-2014**

Communication in English Course:

at **IGIS English center**, Ha Noi

State: Graduated-Good

English level C: at University (HUI), State: Graduated-Excellent

☐ **Computer Training Certificate**

At Ho Chi Minh University of Industrial

Emphasis: Word, Excel, PowerPoint, Access

State: Graduated-good

NSRP Project:

☐ **Incident & Injury Free (IIF) - JMJ Associates**

Circular 27 - Thanh Hoa Labor Institute Office

PROFESSIONAL EXPERIENCE

Position: General Accountant Staff

Company: Hợp Nhất Nghi Sơn Construction & Consultant Co., Jsc

Project: Nghi Sơn Thermal Power Plant I

Period: Jun/2017- December 2018

Duties and Responsibilities:

- Control inventories, assets and unit cost calculation.
- Provide financial support to team members.
- Accounting payment and others related.
- Transactions with banks.
- Preparing quotation and find the supplier.
- Examine the legality and accuracy of data and information on accounting documents.
- Coordinate to pay salary for staff

Position: Admin Staff

Company: JGCS Consortium

Project: Nghi Son Refinery & Petrochemical Project

Period: 2015-2017

Duties and Responsibilities:

- Assist the newcomers to set up workplace and receive work tool
- Prepare ID card to enter the project for Visitor and newcomers
- Preparation of time sheet for Korean and TCN personnel.
- Support to delivery salary for staff.
- Site administration and follow up the vacation leave application for Korean and TCN.
- Obtain training and learning to be more effective and strong personality and development for my level of ability
- Responsible to booking lunch, update training schedule, arrange bus for transportation employee
- Answer and direct phone calls, Organize and schedule meetings and appointments, Maintain contact lists
- Assist in the preparation of regularly scheduled reports
- Order office supplies for staff
- Book travel arrangements, Submit and reconcile expense reports, Provide general support to visitors

KEY SKILLS

- Worked in a complete EPC Oil & Gas project.
- Coordinating Incident & Injury Free (IIF) Campaigns.
- Good in Communication.
- Good team player.
- Good in MS Office (word, excel & power point).
- Good in interfacing and coordinating with other departments.

PERSONAL INFORMATION

Date of Birth	: 16 June 1992
Marital status	: Married
Nationality	: Vietnamese
Languages	: English, Vietnamese
Driving License	: Valid Vietnam Light Vehicle Driving License
Address	: Binh Hiep, Binh Son, Quang Ngai, Vietnam