



ACCOUNTANT

NGUYEN THI THAO VY

E-mail: nguyenthithaovyk9@gmail.com

Phone : 0977 169 744

Address : Binh Nguyen - Binh Son - Quang Ngai

Date of birth : 12/06/1989

CURRICULUM VITAE

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* EDUCATION

- Graduated the Banking University HCM City. Bachelor's degree in Accounting and auditing.
- TOEIC English certificate
- Computer certificate

Join the course:

- Tax accounting
- Accountanting law
- Tax settlement

refer to:

- Accountanting law, accountanting Standards Viet Nam

CAREER GOALS

- Be worked for a good company, can accumulate experience, training and professional advancement.
- I have been tried to become the chief account , CFO professional

WORK EXPERIENCE (7 YEAR)

I. Teller at The Eximbank HCM City

(Time: 3.5 month)

➤ **Position: Tellers**

- Direct transactions with customers (deposits, transfer order...)
- Prepare payment documents for customers
- Check the arrangement and storage, complete the documents back to the branch

II. Binh Khuong Co., Ltd. (kinds of bags)

(Time: 1 year) – Using Misa software

➤ **Position: Internal accountant**

- Export invoice (VAT invoice), check invoice.
- Set up cash receipts and vouchers
- Check salary, social insurance for employees
- Set up a payment orders of suppliers
- Price quotes, orders, contracts.
- Establish ex-warehousing, warehousing and inventory at the end of the month.
- Prepare a list of input and output invoices for tax declaration.

III. Tan Viet Xuan Production Joint Stock Company

(Producing all kinds of milk)

(Time: 3 years) - Using Fast software

➤ **Position: Receivable accountant:** (Domestic debt - Export)

- Following and monitoring of aged receivable accounts
- Check all invoices (sales Invoices, promotional invoices, ...)
- Check debts, confirm delivery
- Make debt reports daily
- Check the file for bonus calculation according to the Sales Policy,
- Check the programs of sales and marketing.
- Handling documents of return and exchange operations of goods.
- Check Customs declaration, Invoice, Export Contract, Packing List

➤ **Position: Accounting of advance staff expenses**

- Check the working trip documents. Including:
 - Invoice (guest house, reception, ...)
 - Working schedule
 - The proposal and decision of the Board of Directors
- Pay for staff advance (making sampling, working, quarantine, ...)

➤ **Position: Bank accountant**

- Prepare bank transfer documents
- Proceed payment transactions timely and accurately.
- Record on time and accurate day to day accounting transactions
 - Report daily cash balances based on outstanding balances of bank accounts
 - Report cash flow, internal money transfer, balance cash transfer to cover expenses
 - Make loan, deposit, open / close bank accounts, ...
 - Make payment orders by SEC, transfer, ...
 - Calculating deposit interest, loan interest, exchange rate difference
 - Buy and sell foreign currency for foreign payment, ...

IV. Vietnam Food Technology Joint Stock Company (VIFON)
(Processing instant food)

(Time: 3 years) - Using Fast software

➤ **Position: Cost Accountant**

1. Check the set of purchase documents, service provision. Including :

- VAT invoice (sales invoice, card, ...)
- Enter coupon, delivery record
- Contract, Contract Appendix
- Record of acceptance, liquidation minutes
- Request paper, Approved decision from the Board of Directors.

Main operations:

- Purchasing raw materials and materials (production materials)
- Outsourcing services (transportation, port fees, labor, ...)
- Buy other equipment, software, and fixed assets
- Buy appliances, mechanical supplies, tools.
- Work on repairing and building factories
- Liquidation and sale of fixed assets

- Work and deal with service consulting companies for relating jobs of accounting;

2. Declaration and submit Tax

- Making monthly tax declaration and ensure to submit all tax and other reports before deadline.

Types of Tax : CIT, VAT, PIT, Contractor tax, Environmental protection tax and report the use of the invoice.

3. Accounting of costs

- Checking import and export inventory (raw materials, finished products, spare parts ...)
- Calculating the allocation of electricity, water, steam, ... costs, allocating costs at the end of the month
- Check import and export documents
- Run inventory transfer, transfer balance, finished products in stock
- Calculate the price of products at the end of the month

➤ Position: General Accountant

1. Manage monthly books close

- Check the balance on the balance sheet
- Run fixed asset depreciation, make detailed tracking list at the end of the month
- Checking salary, bonus, social insurance, health insurance, labor contract, ...
- Transfer the balance at the end of the month to account group 5,6,7,8
- Calculating CIT and tax transfer entries
- Handle tax issues (internal + external), tax audit, other taxes...
- Handle issues relating to accounting books
- Prepare periodic report such as: BL, BS
- Manage payable accounting for timely and efficient payment to vendors in line contracts and company procedure to utilize the cash flow.

2. VAT refund and CIT finalization

- Make tax filing
- Present documentation

3. Report explaining data at the end of the month

- Report data explaining at the end of the month
- Conduct reconciliation for Sales and services for all stores
- Support on reviewing and reconciling balance sheet accounts and bank statements
- Assist with audit and taxes

OTHER SKILL

- Proficient in office computers, FAST Accounting software, MISA
- English communication
- Understand the tax knowledge / regulations in accounting
- Have general skills to make accounting books / reports
- Can solve independent work and ability to support group work
- Learn, friendly, honest, sociable with everyone
- Be able to manage a small team, good team spirit, good communication, pro-activeness.

Looking forward to receiving attention from your company.