

LE NGUYEN MINH UYEN
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SUMMARY

BSc holder in Banking-Finance, LSE, University of London (SIM). Has keen interest in Finance, Financial Analysis, Auditing, Accounting with good analytical, communication and interpersonal skills. A fast and keen learner who is also friendly, hard-working, responsible and committed.

EDUCATION

2009 - 2011	BSc in Banking & Finance (First Class Honours . Bronze Medal) LSE, University of London, SIM Global Education, Singapore
2008 - 2009	Diploma in Economics (Distinction) University of London, SIM Global Education, Singapore
2007 - 2008	Banking & Finance Degree, Ho Chi Minh City Banking University, Vietnam.

WORK EXPERIENCE

2012 – Current Audit, Team Leader
RSM Chio Lim LLP

- Perform external audit in services, trading, manufacturing, trust, fund manager companies
- Train junior staffs
- Lead audit for a Singapore listed company - Lippo Malls Indonesia Retail Trust

February 2012 – October 2012 Accounts Executive
Samuel Soew & Co

- Performed external audit
- Responsible for the preparation of audited and unaudited financial statements
- Responsible for the preparation of Corporate Tax Computations, Form C
- Prepared Corporate Minutes documents

**December 2011 – January 2012 Administrative Account Assistant
Business Advancement Services Pte Ltd**

- Responsible for accounting and payroll software training for users
- Performed technical site services
- Performed customer support
- Assisted in payment vouchers records

**June 2010 - August 2010 Credit Officer, Operations, Customer Processing Team
member for International Settlements (Intern)
Mekong Housing Bank, Vietnam**

- Responsible for checking import/ export LC documents.

**July 2007 - December 2007 Distributor
Oriflame Ltd, Vietnam**

Selling the company's products and at the same time, recruiting and training more than 20 distributors, leading and helping them solve their problems and dealing with customers.

EXTRA-CURRICULAR ACTIVITIES

April - August 2012 Singapore NDP 2012 under Singapore Soka Association

- Performer

Sept - May 2011 Investment & Networking Club

- Team member in The Next Fund Manager 2011 competition
- Participated in INC January Portfolio Competition
- Participated in INC November Portfolio Competition, 2nd team winner

Sept 2009 - Jan 2011 SIM Buddhist Bhavana Club

- Joined as a member in 2009, and was elected into the Executive Committee in 2010 as the Resource Coordinator. Successfully organised several key events such as Bhavana Camp, Dharma Sharing Session, Dharma Talk, Temple Tour, Volunteer Activities, Workshops for practising chanting and meditation.

Nov 2010 Poh Ming Tse Temple

- Photographer and volunteer usher

Dec 2010 **Standard Chartered Marathon Singapore 2010**

- Finisher points Volunteer

2009 **SIM Vietnamese Community**

- Competitor , Amazing Race 2009

Social Innovation Park @ SIM

- Volunteer for %Basar Burung+Bazaar

ADDITIONAL INFORMATION

Languages: Vietnamese, English

Skills: MS Office Word, Excel, PowerPoint, Tradpad (accounting software), Paywin (payroll software), Caseware (audit software), IFRS.

20 June - 8 August 2011 **Analysts Training Programme (SIM)**

- Environmental, Industry, Company and Business Analysis.

2009 - 2011 **SIM Pearls Personal Development Program / SIM GE Program**

- Personal Mastery skill, Emotional Intelligence, Active Communication skill, Relational skill, Leadership skill, Strategic Thinking.

Availability: 1 April 2017

Reference available on request