

Trang Thi Minh Tong

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Education

Warwick Business School – BSc (Hons) in Accounting and Finance

Sep 2013 – July 2016

- Modules include: Financial Management, Financial Reporting
- Obtained a Upper Second Class (Honours)

Abbey College Cambridge

Sept 2010 – Jul 2013

- A-Level: Maths A*, Further Maths A, Economics A

Work Experience

Financial Services (Wealth & Asset Management) Audit Assistant - Full-time (EY Singapore)

August 2016 – Present

- Performed financial auditing procedures for various fund managers, private equity funds and trusts
- Performed Compliance audits on global and local asset fund managers
- Involved in discussing Management Letter Points with client's representatives

Financial Services (Banking) Audit Assistant - Intern (EY Singapore)

Jul – Sept 2015

- Performed Walkthrough and Test of controls for one of the largest local bank
- Gained understanding regarding bank's operations and process
- Performed financial statement auditing procedures, ensuring all accounting records reflect a true and fair view of business's performance

Summer Internship (Ernst & Young Vietnam – Hanoi)

Jun – Aug 2014

- Gained insights about general structure of the company while rotating in the Business Development and Financial Services Department (FSO)
- Researched and analysed companies' performance to provide strategies for senior managers in approaching high value customers
- Collaborated with the team to prepare annual event "Vietnamese Entrepreneur of the Year" 2014 including renting venue, contacts and reception

Part – time Job - Chief Waitress (Little Seoul - Cambridge)

Jan – Jun 2013

- Worked as part of a team of 10 people, organised events for up to 40 people including private bookings and parties, dealing tactfully with complaints
- Managed timetable and training for employees, provided quality service to customers and responsible for accounts of the restaurant

Activities and Achievements

Volunteering teacher - GCDP (AIESEC Poland)

Sept – Nov 2015

- Delivered lessons, created bonding activities to introduce Vietnam to Secondary and High school students in English
- Held Global Village event: Promoted Vietnamese culture to foreigners by selling Vietnamese food and souvenirs

Program Development Manager (Jailbreak Vietnam)

Jun – Aug 2014

- Created marketing strategies to promote Jailbreak various channels
- Held info-session days: planning event activities for 80 people

Interest and additional skills

- **Photography:** Participated in Chase Hanoi art-gallery project for Vietnamese Students
- **Cooking:** Delivered cooking classes for Secondary and High school Students
- **Language :** English (Fluent); Vietnamese (Native) ; German (Intermediate)

Reference available on request