



NGUYỄN THỊ CẨM LÊ

Accountant

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25-05-1997

Address: 1222 Kha Van Can Street, Linh Trung Ward, Thu Duc City,
Ho Chi Minh City



EDUCATION

- Associate's Degree in Business Accounting – HCMC College of Industry and Trade (2018)
- Chief Accountant Training Certificate – 2023
- Tax Accounting Course – September 2024, UEH Institute for Human Resource and Business Development
- AI Worksmart Course – June 2025, FPT Institute of Management and Technology

CORE SKILLS

- Accounts Payable Process Software Proficiency: D365 F&O (AP/GL), BRAVO, Advanced Excel (SUMIFS, PivotTables, VLOOKUP)
- Personal Attributes: Responsible | Detail-oriented | Logical thinker

THANK YOU

Thank you for taking the time to review my CV.



6-YEAR CAREER GOALS

- Secure a stable position in Accounts Payable.
- Obtain the PL-300 certification and develop AI skills in finance in the first year.
- Complete a bachelor's degree within three years.
- Achieve the CMA and PL-500 certifications in the following two years.

WORK EXPERIENCE

Alliance One Apparel Company Limited Jan 2025 – May 2025

Accountant

- Receive and verify supplier invoices
- Match invoices with PO and GRN (3-way matching)
- Post invoices into ERP system (D365 F&O)
- Schedule payments according to due dates and terms; Prepare payment proposals and submit for approval
- Match the balances in the AP ledger with vendor statements
- Generate monthly AP reports, aging reports, and cash flow forecasts.
- File all relevant documents such as invoices, contracts, PO, and GRNs properly

Gia Dinh Group Joint Stock Company Jan 2024 – Oct 2024

Accountant

- Receive and verify supplier invoices
- Match invoices with PO and GRN (3-way matching)
- Post invoices into accounting (Lac Viet)
- Schedule payments according to due dates and terms; Prepare payment proposals and submit for approval; Execute payments via bank transfer
- Match the balances in the AP ledger with vendor statements
- File all relevant documents such as invoices, contracts, PO, and GRNs properly

Rita Võ Group Company Limited

Accountant

2021 – 2023

- Performed similar AP tasks as at Alliance One and Gia Dinh, excluding payment requests, which were handled by related departments

At Consulting And Tax Agent Company Limited

Accountant

2018 – 2020

- Communicated with client
- Delivered and received invoices and supporting documents
- Recorded and reviewed accounting transactions
- Prepared, reviewed, and submitted VAT, PIT, CIT, and financial statements for small-sized companies
- Organized, printed, and archived invoices, documents, and accounting books