

TRẦN THỦY TIÊN

Purchase-to-Pay (Non - Trade)

- <u>(1) 27/01/1997</u>
- Female
- 0348590329
- tr.thuytienn2701@gmail.com
- Go Vap District, Ho Chi Minh
 City

Skill

Teamwork skills



Communication skills



Management skills



OBJECTIVE

- · Do well and optimize work
- · Effectively promote accumulated work experiences
- Apply professional knowledge to improve work performance
- · Develop to Team Leader position

EDUCATION

2016 - 2020

UNIVERSITY OF FINANCE - MARKETING | Accounting - Auditing Auditing

WORK EXPERIENCE

06/2019 - 09/2021

TRUONG GIA TAX AGENCY AND CONSULTING SERVICES COMPANY LIMITED

- | Service Accounting
- Check the data for comparison between internal units, detailed and summary data
- · Check the accounts for detecting business services.
- · Check the balance between detailed and summary data plans
- Check the reasonableness and correctness of the final balance period with the report details.
- Accounting, monitoring debts, preparing financial reports.
- Participate in coordinating inspection and examination work at the unit facilities.
- Explain data and provide diagrams and data to tax and inspection authorities
- Personal income tax settlement

10/2021 - 05/2023

CON CUNG JOINT STOCK COMPANY | Purchase-to-Pay (Non - Trade)

- Tracking Payments: Monitoring outgoing payments, including non-trade expenses such as office supplies, marketing, and travel.
- Maintaining Records: Keeping accurate records of all non-trade financial transactions.
- Verifying Reports: Verifying expense reports and ensuring they align with company policies.
- Managing Petty Cash: Overseeing the petty cash fund and ensuring proper documentation of disbursements.
- Reviewing Agreements: Reviewing vendor and service provider agreements to ensure favorable terms.
- Negotiating Discounts: Negotiating with vendors and service providers to secure discounts and better payment terms.
- Tax Compliance: Tracking and paying sales and use tax on relevant invoices.
- Financial Analysis: Analyzing accounts and preparing reports to provide insights into the company's financial status.

06/2023 - 03/2025

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CON CUNG JOIN I STOCK COMPANY | Rental Tax Accounting

- Review of Property Lease Tax Terms and Monitoring of Tax Payment Status for Rented Premises
- Guide landlords on registering for tax identification numbers for property rentals.
- Verify landlords' tax identification information for declaration on the "thuedientu" (electronic tax) system.
- Schedule rental tax payments to ensure compliance with deadlines and timelines.
- Develop annual rental tax payment plans.
- Collaborate with landlords to work with tax authorities in resolving any outstanding tax debts that may arise.

ACTIVITIES

2016 - 2018

ACCOUNTING AND AUDITING CLUB - MAAC

Event Committee Member - MC Position

2018 - 2020

MEDIA CLUB - CMA - UNIVERSITY OF FINANCE - MARKETING

Head of MC committee

CERTIFICATIONS

2020

MOS Word

MOS Excel

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