



NGUYỄN ĐÌNH THUY VI

ACCOUNTANT STAFF

CAREER OBJECTIVE

With one year of accounting internship experience, I developed solid skills in managing financial documents, working with figures, and ensuring accuracy across all accounting processes. These strengths have guided my career path toward becoming a professional accountant — a role that demands precision, responsibility, and strong expertise.

WORK EXPERIENCE

Pizza Hut

07/2024 - 07/2025

Accounting Trainee

- Recorded and posted daily revenue transactions into the accounting software.
- Processed payment requests in the intranet system by verifying documents, reconciling information, and making journal entries.
- Performed reconciliation and resolved discrepancies.
- Conducted monthly sales reconciliation with partners.
- Recorded monthly advances.
- Issued and replaced invoices in compliance with legal regulations.
- Organized and maintained financial documents systematically.
- Coordinated with customers, restaurants, suppliers, and internal departments to resolve invoicing and payment documentation issues.
- Provided administrative support, including scanning, photocopying, and stamping.

LPBank

02/2024 - 05/2024

Personal Banking Intern

- Sourced potential clients through social media platforms such as Facebook, Zalo, and personal networks.
- Assisted in advising customers on card opening requirements and procedures.
- Participated in product promotion and advisory campaigns at universities.
- Handled administrative tasks, including organizing documents, photocopying, scanning, and obtaining signatures.

ACTIVITIES

Hoa Hung Student Dormitory (Luu Xa Sinh Vien Hoa Hung)

Member of the Crochet Fundraising Program 10/2023 - 11/2023

- Planning and managing expenses
- Managing cash inflows and outflows
- Using Excel tools to monitor business performance

CERTIFICATES

- TOEIC 705 (Listening & Reading)
- Microsoft Office Specialist (MOS) - Word & Excel

CONTACT

☎ 0345 865 978

✉ ngdthz.02@gmail.com

📍 Tan Binh District, Ho Chi Minh City

EDUCATION

HO CHI MINH CITY UNIVERSITY OF
FOREIGN LANGUAGES AND
INFORMATION TECHNOLOGY (2020 –
2024)

- Bachelor's Degree in Finance and Banking
- GPA: 7.0/10

SKILLS

- Proficient in Microsoft Office
- Skilled in using accounting software (SunSystems)
- Strong teamwork and cross-department communication skills
- Time management and task organization abilities
- Analytical thinking and problem-solving with flexibility and speed
- Detail-oriented, careful, and honest
- Ability to work under pressure