



# PHAN TRAN BAO TRUNG

## GENERAL ACCOUNTANT

### OBJECTIVE

I have 4 months of auditing internship experience, nearly 1 year of full-time work experience in application consulting, 1 year 9 months of full-time work experience in accounting and tax consulting. I am proficient in using accounting, ERP software of FAST, preparing FS and tax reports. I am looking forward to working as an General Accountant at your company to contribute to fulfilling the company's job requirements.

### WORK EXPERIENCE

 **ACCOUNTING AND TAX CONSULTANT** // **04/2023 - 12/2024**

#### I-GLOCAL COMPANY LIMITED - HO CHI MINH CITY BRANCH

- Perform work as directed by superiors.
- Enter data and prepare Financial Statements and accounting books for clients.
- Prepare monthly, quarterly and annual tax records/reports (including PIT, CIT, VAT and FCT).
- Review Financial Statements and periodic tax reports for clients.
- Support accounting and tax consulting work for superiors.

 **APPLICATION CONSULTANT** // **04/2022 - 02/2023**

#### BRANCH OF BUSINESS MANAGEMENT SOFTWARE JOINT STOCK COMPANY IN HO CHI MINH CITY

- Survey and analyze customer requirements.
- Collaborate with the Programming Department to design software according to customer requirements.
- Install, guide, and support customers in using the software.
- Assist customers with accounting, human resources, and customer relations tasks.

 **AUDIT ASSISTANT INTERN** // **12/2021 - 03/2022**

#### AS AUDITING COMPANY

- Perform auditing tasks assigned by the audit team leader.
- Collaborate with the team leader to conduct the auditing process from planning, execution, to summarization and report writing.
- Provide consulting support to clients on issues related to accounting policies, finance, taxes, and relevant legal documents.
- Assist the team leader in designing, organizing, and checking the accounting system, internal controls, evaluating, and processing financial information.

### EDUCATION

 **CORPORATE ACCOUNTING** // **2018 - 2022**


#### University of Economics Ho Chi Minh City

Graduation classified distinct - GPA: 8.12

### PROFILE

 baotrung.ylk@gmail.com

 0964953205

 District 8, Ho Chi Minh City

### SKILLS

USING FAST SOFTWARE  
PROFESSIONALLY

USING EXCEL PROFESSIONALLY

ACCOUNTING TRANSACTION POSTING

TEAMWORK SKILL

### CERTIFICATIONS

**2022**  
TOEIC certificate 2 skills - Reading: 335,  
Listening: 305

**2020**  
IT certificate IC3 GS4

### INTERESTS

Reading book, listening to music, ...