LE THANH THAO

ACCOUTANT STAFF



OBJECTIVE

Short-term

- · Becoming an accountant at the firm.
- · Studying and developing knowledge and skills in accounting and tax to bring many values and contribute to the growth of the Company.

Long-term

Completing ACCA certificate in 2-3 years

EDUCATION

ACADEMY OF FINANCE (AOF)

SEP 2017 - AUG 2021

KLE MENTORING PROGRAM

MAY 2019 - MAY 2019

Major: Auditing

GPA: 3.01/4.0 (Financial Accounting 2: 9.2; Basic Audit: 8.7; Auditing 1: 8.5)

- ACCA FA Financial accounting
- Audit Recruitment Preparation (Accounting, Auditing and Taxation)
- English Elementary

WORK EXPERIENCE

HSK VIETNAM AUDIT COMPANY ● Audit Senior LIMITED

JUL 2024 - JAN 2025

Responsibilities:

- · Audit task:
- Develop the Risk-based Audit Approach Plan and prepare the audit program;
- Conduct and control audit engagement from planning through to completion;
- Apply the understanding of the client's business and industry to identify areas of audit significance, assesses risks and the nature of the errors;
- Identify unusual/unexpected transactions, and explain important matters to staff;
- Liaise with clients or participate in Meetings with engagement team and
- Prepare and issue audit reports according VAS and IFRS;
- Training, managing and reviewing the works of junior personnel.
- · Accounting and Tax task:
- Review of monthly/Quarterly Financial Statements;
- Review of tax returns; Identify risk and provide client with advice relating to accounting and taxation matter.

Skills gained:

- Searching
- · Management team
- Problem solving
- Communication

HSK VIETNAM AUDIT COMPANY ● Audit Associate **LIMITED**

NOV 2021 - JUN 2024

- Responsibilities: Audit task:
- Perform audit procedure under supervision of audit team leaders, seniors and managers for clients;
- Support team members in completing files, issuing the financial reports,...
- · Accounting and Tax task:
- Bookkeeping and preparing package monthly for customers in the fields of IT, trading, manufacturing,...; preparing tax returns for clients;
- Perform review, consulting and other related works under assignment of management

Skills gained:

- Working under pressure
- Time-management
- Team-work

PKF VIETNAM COMPANY LIMITED

DEC 2020 - APR 2021

Audit Intern

Responsibilities:

- · Audit some sections of financial statements and prepare working papers such as: cash and cash equivalents, fixed assets, prepayment, selling expenses, administrative expenses,...
- Support team members in completing files, issuing the financial reports,... Skills gained:
- · Give understand about sections
- Time-management
- Team-work
- Communication

KEY SKILLS

- Work under pressure
- Teamwork

- Communication
- Time-management

CHARACTERS

Hard-working

Sense of responsibility

Enthusiastic

Willing to learn

Careful

ACTIVITIES

• 10 times join in Blood Donation

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