

ĐINH PHƯƠNG DUNG

Assistant



dungphuong19091994@gmail.co
 0903677930
 40/400B Nguyễn Văn Nghi, Cluster 26, Quarter 4, Hạnh Thông Ward, Ho Chi Minh City

EDUCATION

Bachelor of Finance and Banking

INDUSTRIAL UNIVERSITY OF HO CHI MINH CITY

Graduated in 2019



CERTIFICATIONS

2018: Basic Information Technology Applications Certificate MS WORD, EXCEL, POWERPOINT

2019: IELTS 6.5

2025: MISA Practical accounting certification at THUAN VIET PRACTICE ACCOUNTANT CENTER

2025: Advanced Data Analysis with Power BI & SQL.

WORK EXPERIENCE

Bank teller/ Internal Accountant

AT VIETNAM BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

2018 - 06/2022

TP.HCM

Record daily accounting transactions into the T24 banking transaction system.

Assist in month-end closing

Do monthly salary transactions for companies.

Do tax transactions to the State Treasury as they received the Tax Return from Department of Taxations.

Process and verify invoices, customer documents

Maintain proper filing and organization of accounting documents.

Support internal and external audit activities when required. Coordinate with other departments regarding accounting-related issues.

Perform other tasks assigned by Finance Supervisor

Customer Service Intern

VIETNAM PROSPERITY JOINT STOCK COMMERCIAL BANK.

Receive information and complete the customer loan documents.

Protect and keep security of the customer information.

Fulfill the manager requests.

SKILLS

Basic knowledge of accounting principles and tax regulations.

Proficient in MS Excel and familiar with Misa accounting software.

Strong attention to detail and accuracy.

Ability to handle multiple tasks and meet deadlines.

Good written and verbal English skills.

Focus on the customer.

Deliver results.

Sense of urgency.

Strong work ethic.

Build effective relationships.