



# NGUYEN THI QUE LINH

## ACCOUNTANT

I want to work in an environment with high advancement opportunities and improve my skills for the goal of becoming a chief accountant

### CONTACT



07/07/2001



081 217 7407



linhlinh070721@gmail.com



40/6 Tran Van Quang Street,  
Ward 10, Tan Binh District, Ho  
Chi Minh City.

### SKILLS

Attention to details and Strong analytical skills

Proactive, positive attitude and willingness to learn.

Office computer skill: Good

Ability to work independently and as part of a team.

### EDUCATION

**VAN LANG UNIVERSITY, 2019 – 2023**

- Bachelor of Accounting
- GPA 3.3

## EXPERIENCE WORK

### TEACHING ASSISTANT

2021 / 2022 | Van Lang University

- Supporting students in their studies and assisting lecturers in teaching help me to improve my communication and public speaking skills, enhance my ability to work in a team.

### AUDIT INTERN

1/2023 – 3/2023 | AACS Auditing Co., Ltd

- Assisting auditors in collecting, reviewing, and analyzing clients' documents and records
- Participating in verifying and reconciling financial data and operational compliance with standards and regulations.
- Preparing worksheets, temporary reports to support the audit process
- Reviewing and documenting audit evidence according to guidance

### ACCOUNTANT

5/2023 – now | ROYAL VIETNAM CONSULTING AUDITING COMPANY

- Bookkeeping, reconciliation, and preparation of quarterly and annual financial reports
- Calculate, declare, and submit various taxes (VAT, PIT, CIT, FCT, Property Rental Tax) on time for clients
- Issue invoices
- Assist clients during audits
- Work with tax authorities, inspector of planning and investment department, social insurance agency
- Dissolve business
- Prepare management report

## CERTIFICATE

- Misa Certificate

## ACTIVITY

### CONTENT DEPARTMENT MEMBER

2020–2021 | Accounting and Auditing Club

- Organize teamwork, take responsibility in work, build relationships with other departments.
- Making MC script and budgeting for the program.

## ACHIEVEMENTS

- 2019–2021: school-level scholarships
- 2020: 3rd prize of the Accounting Competition

## INTERESTS

- Listening music
- Watching film and anime