QUANG MINH DO

Bac Tu Liem District, Hanoi

(+84)838143394 minhquangdo124@gmail.com https://www.linkedin.com/in/minh-quang-do-12719321a/

OBJECTIVE

My objectives are to learn and stay updated on advanced skills and knowledge applied in the corporate finance, especially in FP&A sector, thereby enhancing my career in financial management and business development within enterprises.

EDUCATION

ACADEMY OF FINANCE - Bachelor of Accounting

Oct 2020 - Jun 2024

Cumulative GPA: 3.46/4.0

Relevant Coursework: Accounting Principles, Financial Accounting, International Accounting Standards, Corporate Finance, Financial Analysis, Tax, English for Finance.

WORK EXPERIENCE

MAROU CHOCOLATE JSC - Accounting Intern

Aug 2024 - May 2025

- Extract the sales data on R-Keeper to update the daily cash receipt for each store on Bravo.
- Enter bank debit notes, bank credit notes: separate the amounts by each payment method (card, transfer, VNPay, OnePay, Grab).
- Check and compare the purchase order, inventory receiving voucher, invoice, and update the purchasing notes.
- Record other monthly expenses on Bravo.
- Support reconcile accounts payable with suppliers.
- Check the input invoice and input VAT; prepare list of invoices for goods and services purchased.
- Organize and store documents (monthly invoices, payment bills, payment files).
- Support the other tasks assigned and collab with other colleagues in the Finance & Accounting department.

ACTIVITIES

ACCA - NEXT GEN VOICE - Panel Member

Oct 2024 - Mar 2025

- Participate in research, sharing insights on emerging trends, and engaging in discussions on how technology, regulations, and global markets are shaping the future of finance and accounting.
- Build connections with other like-minded Gen Zs globally as well as the ACCA student community. Contribute to the community by sharing resources like articles, research, or personal experiences, which can help others grow professionally.

AOF SCIENCE CLUB - Member of Specialized Department

Nov 2020 - Nov 2022

- Collect and summarize noteworthy economic information for SC News Facebook posts. Prepare a list of potential subjects to help students with their internal journal writing.
- Research economic and financial issues in SC Economic Decoding.

CERTIFICATIONS

- ACCA Diploma in Accounting and Business (RQF Level 4), ACCA
- Excel Fundamentals Formulas for Finance, Corporate Finance Institute
- Foundations of Project Management, Coursera
- Critical Thinking for Better Judgment and Decision-Making, LinkedIn Learning
- EF SET English Certificate 53/100 (B2 Upper Intermediate), EF SET

ADDITIONAL INFORMATION

Technical Skills: MS Office, Bravo, R-Keeper.

Language: English (Intermediate).

Achievements: Prize A of the 2021 Golden Pen Contest, 02 articles were published in the Academy's Student

Newsletter.

Interests: AI for business, Financial Management, Business Strategy.