

# LE MINH ANH

## ACCOUNTANT

Graduated with a major in Accounting, possessing comprehensive knowledge of accounting and auditing, and the essential skills required to perform effectively as an Accountant. I am to pursue Chief Accountant certification and ACCA certification to fulfill my career aspirations. I always desire to have a chance to work in a dynamic and challenging workplace where I can apply my ability effectively. I aim to contribute meaningfully to the company's goals as well as dedicating myself to its success.

## WORK EXPERIENCE

### BDO CONSULTING VIETNAM COMPANY LIMITED

#### Accounting Consultant

06/2024 - 05/2025

- Responsible for AP module of Oil multi-nation company.
- Verify the accuracy and validity of accounting documents for tax filing, payments and bookkeeping.
- Perform aging report review, compliance check, balance reconciliation, clearing outstanding amount, tracking expense and accrual, final payment.
- Respond to queries about reimbursement status, policy clarification, or rejected claims.
- Coordinate other relevant modules to resolve payment issues.
- Assist with month-end and year-end closing tasks.

### AS AUDITING COMPANY LIMITED

#### Audit Intern

12/2023 - 03/2024

- Perform operations related to enterprise audit procedure.
- Identify the potential audit issues or unusual transaction of client's financial statements.
- Assist in audit fieldwork and support senior auditors.

### ACCOUNTING & AUDITING CLUB (UEH)

#### Social Media & Relationship

12/2020 - 12/2023

- Creat content and development strategy.
- Plan and executive events such as competitions, talk-show,...
- Maintain relationships, negotiate and coordinate benefits for sponsors.

## EDUCATION & ACHIEVEMENT

### UNIVERSITY OF ECONOMIC OF HO CHI MINH CITY (UEH)

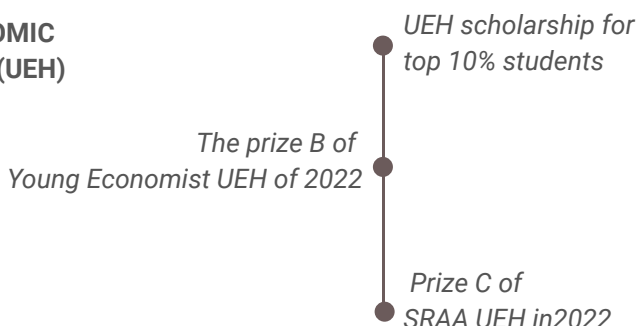
#### Accounting

2020 - 2024

GPA: 3.1/4.0

#### TOEIC CERTIFICATE

SCORE: 600



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Binh Thanh District, HCM City

## SKILLS

Accounting Software (SAP/ERP)

Computer skills

Communication

Time Management

## HOBBIES

Travelling

Listening podcast

Self-study

## REFERENCES

Mr. Vu Minh Quy

Senior Auditor in ASCO



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I confirm that the information provided  
in this curriculum vitae is true and accurate.