



PHAN THANH TUYEN

EDUCATION

9/2021 - present

UNIVERSITY OF ECONOMICS AND LAW - VNUHCM

- Major: Auditing
- GPA: 7.7/10
- Possess a solid foundation in accounting principles under both Vietnamese and International standards, along with a fundamental understanding of the audit process.

WORK EXPERIENCE

DFK Vietnam Auditing Co., Ltd

11/2024 - present

Audit Intern

- Review and reconcile invoices, supporting documents, and accounting records of clients; prepare and send confirmation letters to clients.
- Collect and organize audit working papers and relevant documents to support the audit process.
- Participate in inventory counts, fixed asset verification, and cash-on-hand audits.
- Input financial data into working papers and audit software.
- Prepare spreadsheets and analyze financial data to support audit assessments.

Pizza Ngon Joint Stock Company

5/2024 - 9/2024

Accounting Intern

- Compile payment and receipt documents, prepare additional vouchers for bookkeeping records.
- Input financial data into the centralized management system (SAP software).
- Process payment orders for restaurant invoices.
- Review and verify stored financial documents.
- Stamp and authenticate restaurant contracts.

Tan Hong Health Technique Equipment Co., Ltd

7/2023 - 9/2023

Accounting Intern

- Recording economic transactions into the accounting software;
- Supporting the preparation of payroll for company staff;
- To verify, reconcile, and file accounting documents in compliance with company policies.

ACTIVITIES

Volunteer of VNeID in Long An Province

7/2023 - 8/2023

- To assist police officers in installing VneID for local residents.

Volunteer campaign "MOC VI"

5/2022 - 11/2022

- Preparing meals for underprivileged kids;
- Community road rehabilitation;
- To perform a memorial ceremony with incense.

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📍 Thu Duc, Ho Chi Minh

GOALS

- Short-term goals: Accumulate practical knowledge of business accounting, especially in the retail sector; Master the accounting process, check documents and support accounting work.
- Long-term goals: Become a professional accountant, have solid knowledge of financial and management accounting; develop a career in the field of accounting - finance.

SKILLS

- COMPUTER: Good at Microsoft Offices: Word, Excel, PowerPoint and be proficient in Google Apps: Drive, Docs.
- ENGLISH: Fluent in English (Listening, Speaking, Reading, Writing).
- COMMUNICATION SKILL: Ability to effectively convey and receive information.
- TEAMWORK: Integrating with other members and achieve common goals.
- TIME MANAGEMENT SKILLS

CERTIFICATIONS

260 TOEIC S&W