



NGUYEN THI QUE LINH

ACCOUNTANT

CONTACT



07/07/2001



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Duong Quang Ham, An Nhon
Ward (Go Vap District old),
Ho Chi Minh City.

SKILLS

Good ability to work under high pressure.

Proactive, positive attitude and willingness to learn.

Accounting software: Fast, Misa, 3Tsoft.

Ability to work independently and as part of a team.

EDUCATION

VAN LANG UNIVERSITY, 2019 - 2023

- Bachelor of Accounting
- GPA 3.3

EXPERIENCE WORK

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 - 3/2025 | ROYAL VIETNAM
CONSULTING AUDITING COMPANY

- Perform the full accounting cycle, including bookkeeping, reconciliation, and preparation of quarterly and annual financial reports
- Calculate, declare, and submit various taxes (VAT, Corporate Income Tax, Personal Income Tax) on time for clients
- Issue invoices
- Assist clients during audits and tax inspections
- Work with tax authorities, planning departments, and related agencies
- Dissolve business

ACCOUNTANT

4/2025 - NOW | VINA TPT CO.,LTD

- Perform the full accounting cycle, including bookkeeping, reconciliation, and preparation of quarterly and annual financial reports
- Calculate, declare, and submit various taxes (VAT, Corporate Income Tax, Personal Income Tax) on time for clients
- Make the payment orders
- Prepare the loan documents
- Issue invoices
- Perform duties at the client's site
- Work with tax authorities

INTERESTS

- Learning foreign language
- Listening music
- Watching film and anime