



I'm Thanh Na, I'm living in Ho Chi Minh City. My major is Accounting and I have 5-year for Accounting including Cashier and Receivable Accountant. With myself, I always try to learn new knowledge and don't be afraid of pressure, because I think these are crucial for performance and improvement of company. I hope that my qualifications and experience are suitable for your requirements.

### **DAO THI THANH NA**

**766B/81 Lac Long Quan Street, Ward 9, Tan Binh District**

**033.818.5672**

**dtthanhna220197@gmail.com**

#### **EDUCATION**

Sai Gon University

Bachelor's degree in Accounting

#### **CAREER GOALS**

***Challenging with 4 new*** – new job, new position, new responsibilities, new working environment.

***Myself with 3 advantages*** - don't be afraid of pressure, learn new knowledge and support in the best way.

#### **MY FAVORITE**

I'm keen on outdoor activities

Exercise

Reading books

Learn new knowledge, new language

#### **PERSONAL SKILL**

##### ***Care and Accuracy***

- Get information and check accuracy carefully.
- Ensure company policy and Government

##### ***Work Management***

- Make sure to complete main responsibility daily
- Arrange working tasks with important proportion.
- Time management

##### ***Cooperation***

- Support and do work with team members to finish more effective
- Contribute and cooperate with different departments to complete and create process in the best way

#### **RESPONSIBILITIES**

- Reconcilement
- Banking
- Cash management
- Invoicing and solutions
- Communication

# MY EXPERIENCE

***VUS – Vietnam USA Society English Centers (2019 – 2022)***

## **Cashier in campus (2019 – 2022)**

### **1. Cashier and inventory management (90%)**

- Collecting directly: tuition, book fees, all of payments by cash, card, transfer... and issue invoices.
- Inventory Management: create purchase list quarterly, record timely and exactly purchase invoices, update company's system daily.
- Prepare reports including revenue report, inventory report, cash report, voucher on weekly, monthly in campus.
- Reconcile amount of receivable money and bank and system.

### **2. Track debtors and installment (10%)**

- Call directly customer to collect and remind debts and installment due.

## **Receivable Accountant (2022)**

### **1. Receivable Accountant (50%)**

- Reconcile revenue in all HCM campus on weekly, monthly in system and bank statements, and update in accounting system
- Check VAT invoices and give solution.
- Track short and long-term debts and overdue debts: do directly with cashier in campus and remind, support to collect in the fastest way.

### **2. Administrators for payment accountant (50%)**

- Receiving information for refund and tracking and create payment documents for refund: adjustment invoices, internal documents, customer's information
- Do VAT invoice report to tax accountant

***CT-WEARNES COMPANY LIMITED (12/2022 – 2/2025)***

## **Account Receivable cum Cashier**

My company in which I'm working on is selling Bentley, Ducati, Royal Enfield and Aston Martin.

### **1. Cashier (50%)**

- Collecting of aftersales service and selling cars and motorbikes by cash, credit card and transfer.
- Responsibility for cash amount, receivable money on bank daily.
- Check internal invoices and make sure accuracy of tax proportion and do issue VAT daily

### **2. Account Receivable – AR (50%)**

- Prepare and book cash receipt on accounting software, to ensure accuracy and timeliness.
- Reconciling bank accounts in accounting software and banks.
- Tracking, managing and recording costing banks such as fee charge to sale cost account
- Reporting revenue monthly, daily cash report.
- Providing documents that related payment for customer to refund.
- Tracking short-term and long-term debtor and pushing to collect quickly.
- Support to Payable Accountant: check and make sure information of payment document before giving to AP
- Prepare and responsibility of amount input and output VAT invoices
- Supporting other departments and documents for audit and other reports required by Chief Accountant.