



## ABOUT ME

I am an internal accountant with 3 years of experience in reconciling records and verifying invoices. Beside, I work effectively with other departments to ensure timely and transparent payments. I am seeking an opportunity to further develop my accounting career and contribute to a professional and dynamic organization. I am eager to learn, adaptable to new challenges, and always maintain a high level of integrity and professionalism in my work.



13/10/1999



077.402.1507



tqtn.99@gmail.com



<https://www.linkedin.com/in/truong-nhi/>



Nha Be, Ho Chi Minh City

# Trương Quỳnh Thảo Nhi

ACCOUNTANT



## SKILLS

MISA



Teamwork



MS Excel



MS Word



## CERTIFICATES

TOEIC

515/990

MOS WORD

954/1000

MOS EXCEL

950/1000



## EDUCATION



08/2017 - 02/2022

**BACHELOR OF ACCOUNTING**

**TON DUC THANG UNIVERSITY**

GPA: 7.34/10



## WORK EXPERIENCES



09/2022 - NOW

**INTERNAL ACCOUNT - VIETOURIST HOLDINGS**

- Reconciling and verifying the rationality and accuracy of supplier invoices and documents.
- Track and confirm customer money transfers.
- Create payment orders for tour services
- Input internal cash inflow and outflow report.
- Record invoices in MISA software.
- Issue invoices for hotels and tours.
- Summarize monthly tour revenue and expenses.



## LANGUAGES

### ENGLISH

- Certificates: TOEIC
- Skills: Reading & Writing

02/2022 - 08/2022

#### SALE ADMIN

##### BSH BINH DUONG INSURANCE COMPANY

- Supporting the sales department with other administrative tasks.
- Drafting insurance contracts.
- Contacting customers by phone or email to answer queries and obtain missing information.
- Issuing sales transaction invoices.

01/2021 - 03/2021

#### ACCOUNTING INTERNSHIP

##### Vegetables Import Export Joint Stock Company

- Issue and send invoices to customers. Check figures, postings, and documents for accuracy.
- Record, store, access computerized financial information.
- Delivery of documents to banks and tax departments.
- Record internal transaction into FAST software.

09/2019 - 12/2019

#### INTERNSHIP

##### FACULTY OF ACCOUNTING - TON DUC THANG UNIVERSITY

- Support teachers in administrative work.
- Worked to remain punctual, reliable, and flexible.
- Greeted and assisted all visitors with a pleasant and helpful attitude.
- Solved client issues, routing to the appropriate department when necessary.



## ACTIVITIES

#### SATURDAY VOLUNTEERING, GREEN SUNDAY

##### Members

- Together with everyone in the group organize a city cleaning.
- Participated in fundraising for volunteer activities.

#### ACADEMIC

##### Participants

- Participated in the CA contest, the Accounting Olympic organized by the faculty of accounting.
- Participated in several competitions organized by the school about culture, history, environment,...