



# VO THI DUNG

## ACCOUNTANT

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## JOB OBJECTIVE

Motivated Accounting graduate with hands-on experience in bookkeeping and tax reporting. Eager to contribute accuracy, responsibility, and strong Excel skills to support the company's accounting operations, while building a solid foundation to advance into more comprehensive accounting roles in the future.

## EDUCATION

**UNIVERSITY OF ECONOMICS HO CHI MINH CITY**

**08/2021 - 08/2025**

**Bachelor of Accounting - GPA: 3.72/4.00**

**Achievement:** First Prize in the "Scientific Research in Accounting - Auditing (SRAA)" competition with the paper: "Factors Affecting the Adoption of Environmental Management Accounting in Manufacturing Enterprises in Ho Chi Minh City."

## EXPERIENCE

**TINLAW CONSULTING CO., LTD**

**03/2025 - 06/2025**

**Accounting Service Collaborator**

- Compiled 2024 payroll data and assisted in preparing of PIT finalization reports for 10+ client companies (10-50 employees each).
- Prepared sales and purchase invoice lists for 30+ client companies and drafted monthly and quarterly VAT returns from this data.
- Generated inventory reports for 10+ trading companies and 2 restaurant service companies.
- Recorded input/output invoices, reconciled accounts payable and receivable, recorded payroll transactions and related accruals, allocated prepaid expenses, and posted depreciation of fixed assets, Prepared adjusted trial balances for 10+ clients, reviewed by senior accountants for financial statement preparation.
- Assisted in conducting the 2025 enterprise survey for more than 30 client companies.
- Checked the submission status of 2024 financial statements and related tax filings.

**TINLAW CONSULTING CO., LTD**

**12/2024 - 03/2025**

**Accounting Intern**

- Organized, classified, and archived accounting documents and invoices in compliance with regulations.
- Entered purchase and sales invoices, as well as bank statements, for nearly 80 client companies.
- Assisted senior accountants with various ad-hoc tasks.

## SKILLS

**Technical Skills:** Excel, Word, Fast Accounting Online, Power BI, SmartPLS.

**Specialized skills**

- Proficient in Excel for accounting tasks (shortcuts, VLOOKUP, SUMIF, PivotTables).
- Basic understanding of accounting standards and current tax regulations.
- Accurate document processing and bookkeeping.
- Strong ability to aggregate data and prepare reports.
- Quick to update and apply new accounting policies.
- Careful, detail-oriented, responsible, and capable of both independent work and teamwork.

## CERTIFICATIONS

- IC3 GS5
- TOEIC: 605/990 (Able to read accounting documents and communicate in basic English).
- Short Course: Core Excel Skill for Accountants and Financial Professionals - Alison.