






# NGUYEN THI HOANG GIANG

## Accountant Staff

 0367593012

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 Phu Chanh, Tan Uyen, Binh  
Duong

## EDUCATION

### FINANCE AND BANKING

VNUHCM-UNIVERSITY OF ECONOMICS AND LAW  
2019 - 2023

## SKILLS

- Strong ability to work both independently and in a team
- Diligent, hardworking, able to handle high-pressure situations
- Attention to detail, quick-thinking, and high level of responsibility.
- Proficient in using Microsoft Excel and ERP-Microsoft Dynamics AX

## LANGUAGE

English: Toeic 800

## About Me

With my own progress and eagerness to learn, I will try my best to complete the assigned work and gain experience for myself. Wishing in the future to become a Management Accountant, use the evaluative and analyzable ability to give accurate figures to offer optimal production cost management solutions.

## WORK EXPERIENCE

### Accounting Staff

July 2023 - Present

### East West Industries Vietnam LLC

#### Daily activities

- Check and post expenses, incoming invoice, bank into Microsoft Dynamics AX properly.
- Supplier contract management: review payment terms, storage documentation. Handle complaints and issues related to payments
- Follow up good return to Oversea and Local suppliers and issue Debit Note or invoices to suppliers
- Manage the payment activities, petty cash, the work with Bank related to the payment activities.
- Manage the loan and interest, the schedule to pay the loan and interest.
- Control the balance of supplier payable accounts and aging, pending billing items
- Support, prepare data and document for Auditors, Finalization and Refund of VAT.
- Arrange all payment documents are filed in accordance with company policy and are readily accessible for future reference or audits.

#### Monthly activities:

- Accrual expense if invoice come late
- Prepare, analyst and manage vendor aging reports
- Prepare monthly Trial balance
- Handle VAT, PIT reports and ensure timely submissions.
- Taking stock of Fixed Assets