



NGUYEN THI HAI DONG

Apply for a position: International Accountant



PERSONAL DETAILS



Date of birth: 24th July, 1998



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Address: 271/11 Ung Van Khiem Street,
Ward 25, Binh Thanh District,
HCMC.



SKILL

- Ability to work independently and in a team



- Ability to plan and organize work



- English communication skills



- Office informatics



QUALIFICATION

- Studying Accounting at Ho Chi Minh City University of Technology
- Certificate of English B1
- Certificate in Office Informatics B1

ACADEMIC LEVEL

Ho Chi Minh City University of Technology

- Major: Financial accounting
- Qualification: Bachelor's degree
- Graduation year: December, 2020

CURRENT OBJECTIVE

- Having opportunities to learn academic knowledge and working skills
- Challenging myself in professional and proactive environment.
- Practicing some skills like communication, problem solving and analysis and enhancing English skill to add value for the organization and be a professional in my work.

PROFESIONAL EXPERIENCES (1)

**DFK VIETNAM
AUDITING CO., LTD**
1/2020 - 12/2020

Trainee accountant

- Assist the accountant to perform the work of accountant.
- Enter the accounting documents into the software.
- Organize documents, refer to records and save to file by month.
- Compare invoices with relevant documents such as delivery notes, warehouse receipts, sales notes.
- Type the document and close the report, stamp it according to the instructions.
- Enter and compare sales invoices and purchase invoices into the list to prepare tax returns



THE SOFTWARE AT WORK

- *Microsoft Office (Excel, Word,...)*



- *MMS*



- *Oracle*



- *NetSuite*



PROFESSIONAL EXPERIENCES (2)

SAIGON CO.OP FOOD CO., LTD

12/2020 - 9/2022

Commodity Accounting

- Receive and circulate letters and documents.
- Draft contracts according to management instructions.
- Reconcile accounts payable with suppliers and accounts receivable with customers.
- Check and classify vouchers and invoices.
- Enter invoice data into company software.
- Reconcile the invoice with the store's statement.
- Type documents, stamp, and archive documents and reports.
- Processing debit invoices.
- Match invoices and documents to company software.
- Browse vouchers, and invoices.
- Receive daily stock on company software.

3/2 PHARMACEUTICAL JOINT STOCK COMPANY

10/2022 - 3/2025

Internal Accounting

- Receive and check the content of sales contracts, including customer information, terms, payment methods, etc.
- Check orders sent by the sales department before issuing.
- Transfer orders that meet requirements to the unit and print them out.
- Issuing sales invoices, e-commerce invoices, service invoices, and trade discount invoices.
- Proceed to cancel and compile approved orders as required.
- Handling invoice-related issues such as invoice cancellation and adjustment.
- Check and monitor receivables and payables of customers and suppliers.
- Reconcile debts with suppliers and customers monthly.
- Develop a debt collection plan when due, advise and propose solutions to leaders on bad debt solutions.
- Prepare a summary report of debts as required by superiors.

Internal Accounting

- Prepare payment records.
- Calculate discounts for each customer and e-commerce orders daily/monthly/quarterly/yearly.
- Create payment orders according to contracts
- Print receipts and cash payment vouchers.
- Create warehouse delivery vouchers and warehouse receipt vouchers.
- Receive daily warehouse inventory into company software
- Make notifications to tax authorities for canceled and adjusted invoices.
- Make and check customer reward files and sales bonus files for pharmacists/regional managers every month.
- Send monthly canceled invoice report files to the Department Head.
- Disburse internal expenses.
- Work with the sales department at the end of the month to run sales.
- Perform other tasks when requested by the Department Head.