

# NGUYEN PHAM MINH TOAN

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## TAX AND LEGAL COMPLIANCE

Detail-oriented tax professional with hands-on experience in Corporate Income Tax, VAT, and Transfer Pricing compliance from Deloitte, where I delivered high-quality tax reports and advisory for large-scale corporations under VAS and IFRS standards. Skilled in preparing tax declarations, reconciling accounts, and ensuring compliance with Vietnamese tax regulations. Background in legal research and contract review from Pharmacy combined with taxation declaration in Big 4.

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## STRENGTHS AND EXPERTISE

Tax Compliance  
Legal Research  
Data Analysis

Report Writing  
Problem Solving  
Teamworking

Microsoft Office Suite  
Communication  
Operations Management

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## PROFESSIONAL EXPERIENCE

### KPMG

July 2025 - Sep 2025

#### Global Mobility Services Assistant

- Provide support and services before and during assignments, as well as during repatriation and localization of immigration services;
- Guide junior staff and support the preparation and submission of work permits, visas, and other related forms;
- Interact with the Tax, Immigration, and Labour authorities and other relevant authorities in relation to the clients' affairs and service provision;
- **Achievements:**
- Successfully obtained 3 work permits in the first 2 weeks, with the corresponding TRC and Visa for the expatriates within 1 month.

### Deloitte.

December 2024 - July 2025

#### Tax and Legal Intern

- Work in cross-functional teams and conduct Tax compliance services, such as Corporate Income Tax Finalization and Review, quarterly VAT declaration, Transfer Pricing reports for large-scale companies, meeting the standard of a Big 4 firm;
- Conduct research and make reports on issues relating to business activities, e.g., licensing, land rental, tax declaration, work permit registration, ERC and IRC's amendment, etc.
- Conduct general admin tasks such as translating documents, supporting fieldwork at the client's site, taking part in meetings, proceeding with accommodating and travelling administrative tasks, etc.
- Work with the Authority.
- **Achievements:**
- Successfully deliver the reports for CIT declaration, VAT return, TP declaration for many large-scale companies and groups, as well as other relevant legal research;

**Pharmacy  
Legal Intern**

**September 2023 - March 2024**

- Conduct comprehensive legal research, draft, review contracts, agreements, NDAs, cases,... and provide advices, and translate documents from English to Vietnamese and vice versa.;
- Provide general administrative support, including printing, scanning legal files, scheduling meetings, compiling various reports and feedbacks, filing documents;
- **Achievements:**
- Research and advise for a case of breach of labor discipline successfully;
- Translate the law drafts of the law on pharmacy, and submit to the Head of Department.

**British Council  
Customer service and Education**

**December 2020 - July 2025**

- Support general works in an English Center by handling client's information, supporting events, supporting teaching students and solving inquiries, etc.
- Support in student's enrolment processes, class booking, billings;
- **Achievement:**
- Use Microsoft Office in generating and sending reports of 40 classes of over 400 students within 1 month.
- Handle the data of 1000+ clients for marketing purpose.

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**EDUCATION**

**HCMC University of Economics and Laws**

- Bachelor of Business Law

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**COMMUNITY INVOLVEMENT**

- Member of the Youth Union of Thu Duc City - I participated in various community service activities such as cleaning and clearing streets, planting trees, organizing Mid-Autumn Festival events for children in the neighborhood, etc. Through these experiences, I developed strong teamwork skills, a proactive and positive attitude, and the ability to carry out tasks according to directives from superiors.

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References are available on request.