HOANG THI KIM NGAN

TAX ACCOUNTANT

L 037 322 7049 ► hoangngan20092000@gmail.com • No. 10, Street 13, Linh Xuan Ward, Ho Chi Minh City

CAREER OBJECTIVE

With 4 years of audit experience, I aim to add value to the Tax Accounts function by ensuring accuracy and efficiency. Moving forward, I am committed to advancing my expertise and deepening my understanding of company operations to contribute to receivables management strategies and strengthen internal controls.

PROFESSIONAL EXPERIENCE

VACO Auditing Co., Ltd. 7/2024 - 10/2025

Senior Auditor

- Prepared audit reports and directly communicated with clients regarding issues identified during the audit.
- · Assigned, instructed, supervised juniors in performing audit procedures and provided training for new staff.

10/2021 - 6/2024 VACO Auditing Co., Ltd.

Audit Associate

Tax Accounts

- Perform reconciliation and checking between accounting books and tax declarations (VAT, CIT, PIT, FCT) for various types of enterprises (Trading, Service, Manufacturing).
- Calculate tax refunds (VAT, Other Taxes) and reconcile declarations to identify discrepancies between Accounting Books and Tax Declarations, and execute necessary adjusting entries.
- Experience in controlling the compliance with regulations on invoices and supporting documents to ensure the validity, legality, and eligibility for tax deduction of expenses. This forms the basis for accurate tax reporting.
- Provide consultation on Corporate Income Tax (CIT) and Personal Income Tax (PIT) matters.
- Develop and maintain a system for scientifically, fully, and easily retrievable storage of audit documentation as per legal requirements.
- Propose improvements and reinforce internal control procedures related to document flow and tax declaration, enhancing the efficiency and compliance of the Accounting department.

Other Accounts

- Calculate the cost of finished goods, reconcile inventory, conduct inventory counts, and make provisions for inventory obsolescence.
- Examine accounts receivable revenue/accounts payable expense documents to ensure values are recorded appropriately, fully, and in the correct period.
- Estimate expenses/profits from investment and financial activities and reconcile with book records.
- Calculate depreciation and allocate prepaid expenses.

EDUCATION

2018 - 2022 Van Lang University

Bachelor in Accounting

GPA: 7.94/10

KEY SKILLS

Problem-Solving	Recognized by clients for strong problem-solving skills, providing quick and effective solutions.
Careful and meticulous	Recognized by Company VACO's management for being careful and meticulous in work.