

# LAM TRAN

Work with 3 years of progressive experience across compensation analysis, billing, collections, and financial operations, seeking a challenging role that offers growth and alignment with my academic background in finance. I aim to contribute to a forward-thinking organization by leveraging my expertise in cash flow forecasting, debt management, and cross-functional collaboration with business development, IT, and compliance teams. Known for a high level of accuracy, problem-solving, and attention to detail, I am eager to take on greater responsibilities, expand my technical capabilities (Excel, SAP, Power BI), and support strategic financial initiatives that drive business performance and operational excellence.

## CONTACT

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📍 Dist 12, HCM City

## SKILLS

- Time management
- Detail-oriented
- Communication across teams
- MS office (especially excel)
- Power BI
- SAP

## EDUCATION

University of Economic HCM City

2018 - 2022

*Bachelor of Finance*



## WORK EXPERIENCE

### TMF Vietnam

08/2023 - 05/2025

Onsite at Clients

#### GE PMTP

Tax Accountant

- Prepare and file monthly, quarterly, and annual tax returns (VAT, CIT)
- Ensure compliance with local tax laws and reporting regulations.
- Liaise with tax authorities and support tax audits.
- Reconcile tax accounts and maintain accurate records for tax filings.
- Collaborate with finance team to review invoices and expenses for tax deductibility.

#### Manulife Vietnam

Sale Compensation Specialist

- Calculate monthly compensation for the Agency channel; verified accuracy in system-generated results.
- Identify and resolved discrepancies; ensured accurate additional payments.
- Manually compute fees and bonuses not integrated into the system.
- Handle inquiries regarding commissions and compensation.
- Ensure compliance with statutory reporting and filing.
- Participate in a project to launch a new compensation scheme:
- Work with ASBD to assess scheme feasibility.
- Take part in UAT testing to support system enhancements.

### GC Marketing Solution Vietnam

Finance & Support Officer

06/2023- 08/2023

- Keep track of bank statements and enter accounting transactions in the system.
- Monitor and forecast cash flow, customer debt
- Provide documents to the bank to complete payment set
- Work with the bank for hedging FX rate, creating LC, deposit saving, and bank loans
- Work with the insurance company to create TCI

### Grab Vietnam

2022 - 03/2023

Billing & Collection Specialist

- Managed billing for GrabFood and GMS; reconciled commission fees with F&B partners.
- Ensured accurate, dispute-free invoice issuance.
- Supported merchants with debt and invoice issues.
- Tracked debts via aging reports and bank statements.
- Produced weekly debt status reports for GMS and GrabAds.
- Participated in a joint debt collection project with third-party vendors
- Proposed vendors to HOD and led communications.
- Calculated service fees and processed payments.