

**DATE OF BIRTH**

03/12/1992

ADDRESS

Hung Vuong 2 Condominium,
Tan Phong Ward, District 7, Ho
Chi Minh City

PHONE

038.4156.015

EMAIL

hoaianpham92@gmail.com

SUMMARY

- Dedicated accounting specialist with extensive experience in financial accounting (GL/ AP/AR)
- Skilled in ERP systems (Oracle/ SAP ONE/Microsoft Dynamics), Excel (query big data resolving), data reconciliation, and financial reporting.

EXPERIENCE

MARCH 2024 - PRESENT**Tax Accountant | Zion Company (ZaloPay)**

- Issuing invoices and handling tasks related to outgoing invoices.
- Revenue accrual, reconciliation, and internal accounting processes.
- Tax declaration and compliance.
- Preparing reports related to revenue and taxation, as well as internal financial reports.

MARCH 2021 - MARCH 2024**Account Receivable Specialist | Zion Company (ZaloPay)**

- Processing merchant payout transactions, reviewing merchant contracts, and approving fee collections.
- Verifying financial data and reconciling monthly merchant fee collections.
- Managed accounts payable/receivable, overdue debt handling.
- Bank transaction reconciliation and managing bank account balances.
- General ledger entries, receivables processing, and bank transaction recording.
- Coordinating interdepartmental merchant-related matters and risk assessments.
- Strategic planning and proposing merchants accounting system development enhancements.

JANUARY 2020 – MARCH 2021

General Accounting Specialist/ Chief Accountant Assistant | Hung Thai Company (under Phu My Hung Co., Ltd.)

- Reviewing transaction records to ensure accurate account balances.
- Recording income, expenses, fixed asset depreciation, and accrual allocations.
- Monitoring fixed assets and office equipment, conducting periodic inventory checking.
- Supporting book closing, preparing cash flow reports and financial statements.
- VAT reporting and tax finalization.
- Contracts management and preparing internal financial reports.

JANUARY 2018 – JANUARY 2020

Payable & Fixed Asset Accounting Specialist – Team Leader AP| (MoMo E-Wallet)

- Managing income, expenses, fixed asset depreciation, and accrual allocations.
- Overseeing balances across 54 banks.
- Tracking fixed assets and conducting periodic physical inventory.
- Reviewing and approving procurement and asset liquidation.
- Leading ERP and CRM system rollout to ensure stability (Microsoft Dynamics 365).
- Managing merchant account budgets and transaction limits.

AUGUST 2015 – JANUARY 2018

Branch Accounting Specialist | FPT Digital Retail Corporation

- General ledger entries and monitoring payable/receivable and bank balances.
- Supervising inventory transactions in SAP and CRM systems.
- Revenue analysis, rebates, promotions, and cost of goods verification.
- VAT, personal income tax (PIT), and corporate income tax (CIT) filing using HTKK.
- Preparing profit and loss statements, cash flow reports, and balance sheets for branch operations.

EDUCATION

- Chief Accountant Certification.
- Master's Degree in Accounting/ University of Economics.
- Bachelor's Degree in Accounting/ Ho Chi Minh Open University.
- Office Informatics Certification.
- TOEIC/ IELTS Certification.

SKILLS

- Financial Data Analysis & Reporting.
 - ERP Systems.
 - Advanced Excel & Query Data Processing.
 - Team-work
 - Proactive, strong presentation, problem solving skill
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