



BAO TRAM NGUYEN NGOC

Accounting - Finance

Nov 11, 2002

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District 5, HCMC

Female

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<https://bom.so/rDwIIP>

OBJECTIVE

Short-term goals: Apply for positions such as General Accountant, Financial Analysis Assistant, or Financial Data Specialist. Continuously improve accounting-finance knowledge and data processing/reporting skills.

Long-term goals: Pursue international finance certifications such as CFA, ACCA, and advanced short-term courses in Financial Analysis and Financial Reporting. Aim to become an Internal Financial Analyst or Chief Accountant supporting corporate financial management within the next 3-5 years.

Ultimately, strive to become an internal finance or corporate financial analysis expert. Committed to long-term growth with the company by contributing to financial efficiency through data-driven analysis, budget management, and cash flow optimization.

CERTIFICATIONS

TOEIC Certificate with score 720
(2023)

MOS Word & Excel 2016
(2024)

SKILLS

Communication skills



Logical thinking skills



Problem solving and time management skills



Computer skills: Excel, Word, Canva



EDUCATION

University of Finance - Marketing (Oct 2020 > Apr 2024)

Major: Finance and Banking

WORK EXPERIENCE

Tuan 123 Mien Nam Real estate JSC (June 2024 > Present)

Assistant director

- Assisted in building, implementing, developing, and monitoring business plans.
- Consolidated data and prepared reports to evaluate the performance of individual staff and the entire sales department.
- Managed internal financial tasks, including preparing income and expenditure reports for the sales team's financial activities.
- Collaborated with cross-functional departments and executive leadership in coordinating business operations and department management.

Sunwah Innovations Viet Nam (SEP 2023 > feb 2024)

Accountant Intern

- Monitored and consolidated office administrative expenses by category.
- Recorded accounts receivable/payable, reviewed bank transactions, and assisted in reconciling bank statements.
- Prepared VAT tax declaration documents and handled periodic e-invoice processing.

Asia Commercial Joint Stock Bank (ACB) (oct 2023 > jan 2024)

Customer service - The next banker program

- Provided personal financial product consultation and in-branch customer service.
- Processed account openings, card issuance, and eKYC identity verification procedures.
- Supported the promotion of digital banking services and personal capital mobilization.

ACTIVITIES

Finance - Banking Faculty Union (Dec 2020 > Oct 2022)

Executive Committee Member of the Finance - Banking Faculty Union

- Led and organized major events for the Faculty and School's Executive Committee.
- Oversaw logistics, administration, and budgeting for events ranging from 350 to 2,000 students.
- Planned and submitted regular reports, took meeting minutes, and facilitated internal meetings.