



NGUYEN TRAN XUAN TAM



+84 916 303 492



ntxuantam129@gmail.com



District 7, Ho Chi Minh City

EDUCATION

2020–2024 (4 years)

University of Economics Ho Chi Minh City

- Bachelor of Finance
- GPA: **3.42/4**

CERTIFICATES

08/2023

TOEIC

- Reading & Listening
- Score: **755/990**

2022

**DIGITAL LITERACY
CERTIFICATION (IC3)**

SKILLS

- Time management
- Attention to detail
- Effective Communication
- Critical Thinking
- Problem Solving

WORK EXPERIENCE

10/2024

KPMG Vietnam

KDC Assistant

- Provided data processing services to the Audit Team, including handling complex General Ledger (GL) data and performing Journal Entry Testing (JET) to detect potential fraud using tools such as Alteryx, Power BI and Excel.
- Supported audit tasks such as validating financial statement figures and conducting audit confirmations (BA, AR, AP).
- Supported the Integrated International Tax team in preparing Transfer Pricing documentation by disclosing Related Party Transactions (Appendix I).
- Processed Corporate Income Tax for both Vietnam and Australia teams, including recalculation and reconciliation of General Ledger (GL) and Trial Balance (TB), and reviewing payroll, depreciation, and amortization expenses.

10/2023 – 04/2024 (6 months)

Bosch Vietnam

Finance Controlling Intern

- Performed calculations and reviewed credit exposures and credit limits of customers. After that, released outbound.
- Refreshed weekly, monthly data of Sales in the segment Building Technology.
- Kept track of chasing payment of customers.
- Worked closely with SAP system (checked correct data from each of the business units).
- Contributing to month-end and year-end close processes.
- Analyzing financial data and trends to provide insights to management.

07/2021 – 09/2021 (3 months)

Vietcombank

Customer Service Intern

- Assisting customers with inquiries, account maintenance, and resolving service issues promptly and courteously.
- Providing information about financial products and services, including debit cards, credit cards,...
- Participating in training sessions to enhance product knowledge and develop effective communication skills.
- Assisting in the identification and pursuit of opportunities to acquire new customers through targeted outreach campaigns and referrals.