



# PHAN NGUYỄN DIỄM NGỌC

## JUNIOR ACCOUNTANT



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### Objective

**Short-term Goals:** I aim to gain practical experience in transactions and problem-solving within this business environment. My objective is to accumulate knowledge and improve my skills to effectively address arising challenges. I hope to contribute significantly to the company's development.

#### Long-term Goals:

- Become a proficient and knowledge accountant within the company.
- Enhance my skills and fully dedicate myself to the company's growth while building strong relationships with superiors and colleagues.
- After two years of experience, pursue the Chief Accountant certification to further my professional qualifications.


### Certifications


09/2022: Microsoft Office Specialist


- Office Word: 981/1000
- Office Excel: 935/1000


07/2023: TOEIC: 670/900

### Skills

MICROSOFT OFFICE  90%

ENGLISH  80%

PROBLEM SOLVING  80%

COMMUNICATION  80%

### Education

October 2021 - Present

ACCOUNTING

MAJOR: BUSINESS ACCOUNTING

University of Finance and Marketing

GPA: 3.49/4

Study Encouragement Scholarship - 4 Semesters

### Activities

2018-2021

CLASS TREASURER

- Track and document all expenses.
- Prepare monthly financial reports.
- Monitor and balance the class fund.
- Store all financial receipts.
- Ensure financial transparency with the teacher and class committee

2023-2024

BRANCH COMMISSIONER

- Manage youth union activities.
- Support social work projects.
- Conduct propaganda work.
- Prepare periodic reports

### Work Experience



#### Accounting intern

Khai Thien Company Limited

(December 2023 - April 2024)

- Assit in sorting related documents.
- Check and reconcile supplier debts.



#### Accounting intern

Vien Man Joint Stock Company - Sanouva SaiGon Hotel

(August 2024 - January 2025)

- Collect, check, and classify accounting documents.
- Verify and reconcile accounts receivable and payable.
- Inspect input and output VAT invoices.
- Review bank statements.
- Perform other tasks as assigned by the Chief Accountant.