



THANH KIEN NGUYEN

CONTACT



27/03/2001



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Le Quang Dao Street, Nam Tu
Liem, Ha Noi

EDUCATION

**University of Northampton
linked with Foreign Trade
University**
09/2019 - 05/2024

*Bachelor of Science in
Accounting & Finance*

Certificate

**Hai Lua Business Analysis
Foundation Course**
07/2024 - 09/2024

SKILLS

- Management Skills
- Problem Solving
- Researching Skills
- Negotiation
- Critical Thinking

PROFILE

Recent accounting graduate from the University of Northampton, currently gaining hands-on experience at RES and previously completed an internship in accounts payable at JW Marriott. I'm detail-oriented, organized, and quick to adapt in fast-paced environments. With a solid foundation in accounting principles and a strong willingness to learn, I'm looking to grow professionally in a dynamic finance or accounting role.

WORK EXPERIENCE

Accounting Staff

RES English Center

02/2025 - Present

- Handling daily accounting tasks including data entry, invoice processing, and expense tracking
- Reconciling payments and maintain accurate records of transactions
- Providing assistance with month-end closing activities and preparing basic financial reports
- Coordinating with other departments to collect and verify financial documents
- Helping with internal audits and ensuring compliance with corporate policies
- Managing financial data and reporting with Excel and accounting software (MISA, OSMS, etc.)

Accounting Intern

JW Marriott

08/2023 - 01/2024

- Helping with audits by providing necessary documentation and clarifications to auditors
- Assisting in preparing financial reports, including balance sheets, income statements, and cash flow statements
- Supporting the finance team in month-end closing procedures, reconciling accounts, and reviewing journal entries
- Organizing and maintaining physical and digital files for invoices, contracts, etc
- Ensuring documents are properly archived for audits
- Coordinating with purchasing and receiving departments to resolve mismatched POs or delivery issues
- Helping with month-end closing tasks under guidance from AP staff

Coach

My Gym - Children's Fitness Center

09/2022 - 07/2023

- Creating engaging and safe exercise routines tailored to children's physical development stages, focusing on improving strength, coordination, and flexibility
- Planning birthday celebrations for kids and their parents as well as kindergarten activities
- Demonstrating best practices in child engagement, safety, and class structure
- Stepping in when needed to lead or support difficult classes or customer situations
- Maintaining knowledge of child development trends to enhance class offerings, guiding parents make a practice with their children at home
- Building strong, warm relationships with both children and parents