

TRAN THIEN GIA HUY

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During 6 years working in the financing, auditing and accounting industry, I have acquired skills in working under high pressure, time management, planning and gained a lot of knowledge of accounting, auditing as well as financing.

The prospective goal is to develop my Financing & Accounting competencies by accompanying and contributing my ability to the development of the Company.

WORKING EXPERIENCE

SENIOR GENERAL ACCOUNTANT

M VILLAGE JSC | APRIL 2024 - PRESENT

Perform Month-end closing activities by leading a team of 11 members:

Bank reconciliation: Ensure that the balance of cash accounts in the Fast Accounting System matches the Bank Statement.

Payroll: Receive payroll data from the C&B team, check and record all payroll transactions, including salary, allowances, insurance, and the 13th-month salary. Ensure that the balance of payroll account in the Accounting System matches the net salary in the payroll data and aligns with the actual payroll cash outflow.

Reconcile accounts payable balances: Verify the accuracy of recorded expenses and ensure that all received invoices are properly recorded in the accounting system. Ensure that all expenses are recorded under the correct entity, account, and expense code.

Fixed Asset & Prepaid Expense Reconciliation: Reconcile Fixed Asset and Prepaid Expense data (FA Register and Allocate Prepaid Expense file) with the Accounting System. Ensure that all newly acquired assets and expenses incurred during the period are fully recorded, and that the depreciation and amortization values in the data match those in the Accounting System. Ensure that the balances in the files match with the balance in accounting system.

Monthly Journal Entries: Record monthly accruals such as loan interest, term deposit interest, foreign exchange gain / loss, and withholding tax. Review the previous month's accruals to ensure they have been fully reversed upon receiving invoices in the current month.

Revenue Reconciliation: Ensure that all monthly revenue from the PMS system is fully recorded in FAST.

Prepare the Monthly Income Statement for 45 hotels and restaurants, including variance analysis for revenue, operating expenses, and corporate expenses for the Board of Directors' monthly meeting.

Perform Weekly Activities: Ensure that all cash transactions during the week are recorded in the accounting system and allocated to the correct accounts, and that all invoices for the week have been booked into the system.

Support the Finance Manager in preparing the annual budget, providing financial documents for bank loan applications, and responding to investor inquiries regarding financial data and other ad-hoc tasks.

Work with auditors, including providing accounting data, answering audit inquiries, and assisting in sending confirmation letters to banks, customers, and suppliers for financial statement issuance purposes.

Prepare the Financial Report at the year-end.

WORKING EXPERIENCE (CONTINUED)

FINANCE SPECIALIST

Nam Long Group (HOSE: NLG) | DECEMBER 2023 – MARCH 2024

Perform Nam Long Land Consolidated financial statement report.

Develop annual, 3-year and 5-year financial plans.

Building, planning and controlling budget for Nam Long Land and its subsidiaries.

Perform Management reports including Profit and Loss, Cash flow monthly. Analyze the situation and manage risks of Nam Long Land and its subsidiaries.

Control profit and loss, cash flow, and efficiency of Project Development Contracts (DMA).

Building, controlling models and setting fee/budget levels for DMA for each item.

AUDIT SENIOR

EY VIETNAM | OCTOBER 2021 – NOVEMBER 2023

Manage and coordinate client audit plans and fieldwork including financial and operation audits for local, FDI and Listed companies across multiple industries.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates used by the clients.

Supervise audit staff, including assistance in developing audit procedures and techniques to effectively perform timely audits.

Evaluate audit results with clients, including discussing audit adjustments for audit report purposes and providing high-level recommendations and improvement on areas of concern to enhance productivity and performance.

Perform Audit Reports, including Standalone, Separate and Consolidated Audit Reports.

Mentor audit staff and interns, including providing feedback upon completion of the audit and supporting training programs for onboarding.

Got promoted to Audit Assistant Manager from September 2023.

AUDIT ASSISTANT

EY VIETNAM | JULY 2019 – SEPTEMBER 2021

Performed audit section working papers in accordance with financial reporting standards.

Understanding, performing control and substantive tests to obtain sufficient and appropriate audit evidences, collate reports and communicate findings and recommendations.

Coordinated with audit senior in resolving problems and performing audit adjustments.

AUDIT INTERN

EY VIETNAM | DECEMBER 2018 – MARCH 2019

Performed audit section working papers in accordance with financial reporting standards.

Supported audit team members in performing other audit procedures.

EDUCATION

University of Economic Ho Chi Minh City (UEH)

Bachelor's degree in accounting, 2014 – 2018

SKILLS

- Financial planning budgeting and forecasting.
 - Month-end closing.
 - Auditing and Accounting knowledge in multiple industries including hospitality, real estate, trading and manufacturing.
 - Financial Reporting including Consolidated, Separate and Standalone reports.
 - Management Reporting including Profit & Loss and Cash flow report.
 - Leadership.
 - Work under high pressure.
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