

NGUYEN THI HUYEN TRAM

Accountant



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📍 58/7G Đường Đồng Nai,
P.15, Q.10

Education

**University of Economics
HCMC (UEH)**

**Major:
Corporate Accounting**

2021 - 2025

- GPA: 3.63/4.0
- International Accounting:
4.0
- Financial Statement Audit:
4.0

Certificate:

- **IC3 - GS5 IT Certification**
- **TOEIC English
Certificate** - 635
(August 2024)

Achievements/ Awards

PWC Business
Scholarship 2023

👤 About me - Career Goals

I am a final-year student majoring in Corporate Accounting in University of Economics Ho Chi Minh City and I am expected to graduate in August 2025. I look forward to working at your company as an Accountant, to participate in hands-on projects, get acquainted with working processes and contribute to the development of the company.

📁 Professional experience

Saigon Healthcare Investment Services JSC

Role: Payment Accountant

- Recorded daily revenue and input invoices in accounting software.
- Prepared payment orders; posted recurring AR, AP invoices, and employee advances/clearances.
- Compiled payment documents for clients, payroll disbursement packages for staff, and collaborators.
- Prepared weekly cash, bank, and loan reports; monthly accounts payable/receivable reports.
- Updated daily bank transactions and performed daily cash counts.

Skills: Teamwork, data analysis, problem-solving, computer skills, research skills, reading and translating English documents

Gaap Accounting Vietnam PTE LTD

Role: Accounting Intern

- Track and record weekly sales (AR) in the software (Xero)
- Record incoming and outgoing invoices.
- Monitor and discuss with customers about issues related to accounting records
- Support accountants in synthesizing some transactions according to instructions
- Prepare monthly AR and AP reports by customer.
- Update queries for clients-specific payment methods.

Skills: Data analysis and processing, teamwork, team building management, planning, time management

📖 Working skills

Professional skills

- Can collect, analyze, synthesize financial information to produce appropriate reports.
- Basic use of accounting software Fast Accounting, Tsoft 1A, Xero, Misa
- Understand the principles, standards of accounting and taxes

Soft skills

- Time Management
- Office Informatics

05/2025 - 07/2025

10/2024 - 03/2025