

# HUỲNH HỮU THỦY TIÊN

ACCOUNTING STAFF - ACCOUNT RECEIVABLE

# PROFILE

- 0906978919
- thuytienhuynhhuu.work@gmail.com
- https://www.linkedin.co m/in/tien-huynh-303560222/
- District 6, Ho Chi Minh

# **SKILLS**

# LANGUAGES

English, Chinese

# FORMATTING DOCUMENTS

Word, Google Docs

# COMPUTING

Excel, Google Sheets

# COMMUNICATION

Mail, Verbal

# CERTIFICATIONS

# Present

ACCA - Association of Chartered Certified Accountants

### 2024

IC3 - Digital Literacy

### **OBJECTIVE**

Detail-oriented and motivated Accounting graduate with hands-on experience in financial reporting, auditing, and ERP systems like SAP. Seeking an Finance - Accounting position where I can leverage my strong analytical skills, attention to detail, and knowledge of accounting principles to contribute to accurate financial reporting and ensuring compliance with regulatory standards. Committed to continuous learning and professional growth within a dynamic corporate environment.

### WORK EXPERIENCE

### **BILLING TRAINEE**

Jun 2024 - Dec 2024

### **Publicis Groupe Vietnam**

- Support team to finish clients' requirements relating to financial information.
- · Generate invoices and account statements.
- Assist in performing account reconciliations with the media team and clients.
- Prepare and Maintain accounts receivable/revenue files and records in the accounting system timely and adequately.
- Protect the organization's value by keeping information confidential.
- Developed strong communication skills by working directly with clients and resolving issues professionally.
- Gained the ability to carefully review invoices and documents to prevent errors.
- Built a solid understanding of financial workflows within the advertising industry.
- Had hands-on experience with SAP software, enhancing proficiency in enterprise resource planning (ERP) systems and improving ability to manage financial workflows.

# ACCOUNTING INTERNSHIP

Jan 2024 - May 2024

### **Coteccons Construction Joint Stock Company**

- Ensure accounting documents are prepared fully, accurately and in accordance with regulations.
- Input and process invoices from suppliers and customers into the accounting system
- Compare and check the accuracy of invoices and documents.
- Assist in updating and maintaining daily accounting books.
- Check and compare accounting data with financial reports.
- · Perform other tasks as requested by management.
- $\bullet$  Improved problem-solving and communication skills by liaising with clients.
- Had hands-on experience with SAP software, enhancing proficiency in enterprise resource planning (ERP) systems and improving ability to manage financial workflows.
- Gained hands-on experience in financial reporting, budget management, and account reconciliation processes.

# STUDENT BRAND AMBASSADOR

Sep 2023 - Sep 2024

### Forvis Mazars Vietnam Company Limited

- Promote Forvis Mazars to fellow students on campus through the university's internal communications, website, blog, and social media or by supporting events and distributing materials to students.
- Be the contact point when needed and the information source for student enquiries.

# Certi{cation

### 2021

SAT - Scholastic Assessment Test

### 2021

IELTS - International English IELTS -International English

# **HONORS & AWARDS**

### 2023

Semi-final at Eureka Science Prize

### 2023

Participant at International Conference For Young Researchers in Economics and Business

### 2023

A Score in UEH Young Research

### 2022

Top 6 SEA TO SEA Contest

# **INTERESTS**

Badminton Travelling Languages

- Support Forvis Mazars staff at our internal/external events.
- Successfully increased student engagement at recruitment events, resulting in a higher number of qualified applicants for Forvis Mazars' internship programs.
- Strengthened Mazars' presence at local universities by coordinating impactful promotional campaigns, which boosted the firm's visibility among students.
- Enhanced communication and networking skills through direct interaction with students, faculty members, and professionals in the accounting and auditing industry.

### TEACHING ASSISSTANT

May 2022 - Present

### Vietnam USA Society English International Joint Stock Company

- Assisted teachers in delivering lessons by managing classroom activities and supporting students with their learning needs.
- Helped prepare teaching materials and monitored student progress through regular assessments.
- Provided one-on-one tutoring for students who needed additional assistance, ensuring they kept up with the class.
- Organized and led interactive activities to enhance student engagement and English language development.
- Developed strong communication and problem-solving skills by interacting with students from diverse backgrounds and addressing their individual learning challenges.

### **EDUCATION**

# **BACHELOR OF BUSINESS - ACCOUNTING**

Aug 2021 - May 2025

**UEH - International School of Business** 

GPA: 3.08 / 4.00

### **ACTIVITIES**

### **EVENT TEAM MEMBER**

May 202 - Present

# **VUV - Vietnam Universal View Club**

- $\bullet$  Planned and organized events related to international business.
- Coordinated with club members to implement activities.
- Managed and tracked progress of event projects.
- $\bullet$  Communicated and contacted speakers, sponsors, and guests.
- Promotion and communication for club events.

© topcv.vn