NGUYEN THI MINH HANG



- Female
- **22/02/2002**
- **C** 0772022002
- hangntm22.hn@gmail.com
- **♥** To Huu Street, Nam Tu Liem, Hanoi

SKILLS

Language skill

Proficiency in English and Vietnamese

Computer skill

Microsoft Office, SQL (Oracle), T24, Misa, Fast

CERTIFICATIONS

2024-2026:

IELTS 7.0

EDUCATION

• Foreign Trade University

ACCA-Oriented Acounting and Auditing

2020 - 2024

- Completion of 8/15 ACCA papers

WORK EXPERIENCE

TMF Vietnam Company Limited

Accounting & Tax Trainee

Apr/2024 - September/2024

- Verified supporting documents and processed weekly bank payments for 3 companies and employee claims for 2 companies
- Tracking and recording financial transactions using Fast, Misa, and Microsoft Excel for 4 clients
- Preparing monthly basic financial statements for 3 client companies on Microsoft Excel
- Preparing monthly and quarterly VAT tax declarations and tax payments
- Drafted and issued over 100 invoices per month for 2 logistics companies

Vietnam Technological and Commercial Joint Stock Bank

Asset Accountant

10/2024 - 04/2025

- Verifying accounting documents, tracking and recording internal asset transfer (average 300 asset codes/month) and asset disposal (average 10 requests/month)
- Checking and confirming the sale prices/asset compensation to ensure compliance with Techcombank regulations
- Calculating, recording and allocating monthly fixed asset and car depreciation expense
- Preparing monthly fixed asset register and depreciation reports; monthly total asset register reports; monthy asset reconciliation reports between related departments
- Supporting the specialist to prepare quarterly asset movement report and its foodnotes

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