



ACCOUNTANT

4 YEARS EXPERIENCE

# HELLO, I'M CHAU NU NHUY

## Languages

English

Intermediate

## Skills

- Carefulness
- Teamwork
- Excel
- ERP
- MISA AMIS

## Certifications

2024

Le Anh Accounting Training  
Center

PRACTICAL ACCOUNTING

## References

## Basic Information

Birthday 10/01/1998  
Nationality Vietnamese  
Marital status Single  
Gender Female

## Contact Me

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Ward, Nha Be, Ho Chi  
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## About Me

Short-term: There is a job with a stable income, allowing for the accumulation of valuable experience and the development of skills to support career growth.

Long-term: Work in a stable environment with the possibility of long-term commitment. Strive to become a senior employee.

## Education

09/2016 - 09/2020 (4 years)

Bachelors - Audit

Ho Chi Minh Open University

## Work History

01/2021 - 03/2023 (2 years 2 months)

MOBILE WORLD GROUP (THE GIOI DI DONG)

ACCOUNTS PAYABLE

- Monitor employee advances and settlements.
- Check and process payment for rental expenses..
- Check the document package and process the payment of incurred expenses at departments and stores.
- Track inventory of materials for store operations.
- Accumulate monthly recurring expenses.

Thai Thi Bich Hien

Team leader -

MOBILE WORLD GROUP  
(THE GIOI DI DONG)

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- Monitor and allocate prepaid expenses.
- Monitor and allocate fixed asset depreciation expenses.
- Conduct regular inventory checks as assigned by the team leader.
- Generate monthly expense reports.
- Store documents.

04/2023 - 04/2024 (1 year)

Vietnam Export-Import Commercial Joint Stock Bank(EXIMBANK)

ACCOUNTS PAYABLE - HEAD OFFICE

- Handle the payment of expenses incurred at the assigned branches and transaction offices.
- Monitor internal advances.
- Monitor and account for depreciation of fixed assets; Allocate prepaid expenses.
- Organize and store documents.
- Participate in the implementation of the new asset management software project (software testing, preparing internal user manuals).

05/2024 - 02/2025 (9 month)

MINH CHAU BANANA EXPORT COMPANY LIMITED

INTERNAL ACCOUNTANT CUM OPERATIONS MANAGER

- **Responsible for accounting tasks:**

- + Record VAT invoices into the accounting software.
- + Prepare quarterly VAT tax.
- + Calculate salaries and handle social insurance tasks for employees.
- + Monitor accounts receivable and payable for customers and suppliers.
- + Monitor accounts, bank balances, and reconcile transactions; Provide documents to bank officers when

requested.

+ Work with tax authorities and provide documentation when requested.

- **Management tasks:**

+ Responsible for purchasing tasks, negotiating with suppliers.

+ Responsible for advising, communicating, and resolving issues for international customers via email.

+ Support the agency in processing export documents.

+ Join in exhibitions to promote products.

## Activities

09/2024 - 09/2024

BUSINESS REPRESENTATIVE -

VIETNAM TRADE PROMOTION AGENCY

2024 WORLDFOOD MOSCOW INTERNATIONAL FOOD AND BEVERAGE EXHIBITION IN THE RUSSIAN FEDERATION

- The exhibition will take place from September 17 to 20, 2024, in the Russian Federation, showcasing food and beverages with many businesses and customers from various countries.

- I participate as a representative of Minh Châu Banana Export Company Limited..

- Carry out booth decoration, prepare display products, and welcome visiting customers.