



LE TRONG NGOC NGHIA

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Date of birth: 27/11/2003

PROFILE

Motivated and detail-oriented Accounting professional with over one year of experience in Fixed Assets, Accounts Receivable, and Accounts Payable. At DHL Express Vietnam, I handled documentation for annual physical inventory counting across 30+ sites, supported fixed asset capitalization and disposal, reviewed customer payments for debt-clearing, and verified VAT from petty cash and employee expense claims. These responsibilities strengthened my skills in financial data management, cross-functional collaboration, and maintaining accuracy under tight deadlines. I am committed to developing my career in corporate accounting and contributing to transparent and efficient financial operations.

EDUCATION

University of Economic Ho Chi Minh City

- Corporate Accounting: GPA: 3.72/4.00
- Financial Investment: GPA: 3.71/4.00

CERTIFICATION

- Toeic: 635
- IC3 GS5 Certification

SKILLS

Professional Skills

- Knowledge of Vietnamese Accounting Standards (VAS) and International Financial Reporting Standards (IFRS).
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and Google Sheets; experienced with SAP and other accounting software.
- Capable of leveraging Power Automate to streamline processes and improve work efficiency.

SofSkill

- Communication skills
- Critical thinking
- Time management
- Problem-solving abilities
- Teamwork and collaboration

REFERENCE

Trinh, Trung Duong (Ms.) | G/L Accountant

DHL - VNPT Express Limited

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WORK EXPERIENCE

Accounting Intern at DHL - VNPT Express Limited | 10/2024 - 10/2025

Fixed Asset Supporting

- Updated the monthly fixed asset Excel file with new acquisitions, disposals, user transfers, and other changes, and reported updates to the G/L Accountant.
- Supported the verification of completeness and accuracy of documentation and prepared fixed asset capitalization packages for newly acquired assets.
- Participated in a project to dispose of 200 IT assets, ensuring the accuracy of physical assets compared to book records and assisting in preparing fixed asset disposal minutes.
- Took part in the year-end fixed asset inventory by preparing asset lists for over 30 company sites, reconciling post-inventory data, and coordinating with departments regarding missing or unmatched assets.
- Contributed to an automation project for fixed asset management by testing a new asset management system built using existing enterprise tools such as Microsoft Power Apps and Microsoft Power Automate.

AR/Collection Supporting

- Reviewed over 400 customer payments monthly to ensure timely clearing of outstanding balances and protect customer interests.
- Identified customer payers in the unidentified payment file, enabling the Credit Control Officer to promptly allocate and record incoming payments.
- Collaborated with the regional team to resolve incorrectly cleared payments and assisted them in identifying missing payment advice and remittance information.
- Improved reconciliation efficiency by setting up automated Excel formulas within the customer master file.

AP Supporting

- Supported the recording of VAT from over 20 petty cash reports and internal employee expense claims each month.
- Assisted in reviewing cash count reports and reconciling them with system records submitted by depots and service centers.