

LE HOANG HAI NGAN

Ho Hoc Lam Street, An Lac Ward, Binh Tan District, Ho Chi Minh City
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EDUCATION

University of Finance – Marketing

Bachelor of Corporate Finance

Ho Chi Minh City, Vietnam

December 2024

- **GPA:** 3.2 / 4.0
- **Awards:** Olympic Mathematics Award at the Faculty Level
- **Relevant Coursework:** Basic Accounting / Corporate Finance / Economics

University of Finance – Marketing

Bachelor of Business Management

Ho Chi Minh City, Vietnam

Expected December 2026

- **GPA:** 3.2 / 4.0
- **Relevant Coursework:** Strategic Management / Project Management / Marketing / Human Resources

WORK EXPERIENCE

Phu Hung Securities Joint Stock Company

Finance Intern

Ho Chi Minh City, Vietnam

September 2023 - December 2023

- Supporting the preparation of financial reports, presentations, and documentation
- Analyzing financial indicators, stock market conditions, and practicing investment conclusions
- Collaborating with colleagues to efficiently complete assigned projects and tasks

Hai Di Lao Viet Nam Holdings Company Limited

Accounting Intern

Ho Chi Minh City, Vietnam

December 2023 - June 2024

- Monitoring and compiling company revenues and expenses
- Consolidating and verifying accounting invoices and documents
- Compiling data and preparing monthly periodic reports for submission

The Privé Group | Singapore

Junior Cost Controller/Purchasing Assistant

Ho Chi Minh City, Vietnam

July 2024 - July 2025

- Receiving daily purchase requests from outlets and placing orders according to chefs' requirements; conducting weekly inventory checks to ensure stock accuracy
- Preparing Sales Orders and coordinating daily deliveries; reviewing Purchase Orders (POs) and creating Proforma Invoices (PIs) on a daily basis.
- Supporting the accounting team in preparing monthly Statement of Accounts (SOAs) and ensuring timely submission of documents

COURSES – TRAINING – CERTIFICATION

Microsoft Excel Course for Office Professionals / Microsoft Office Specialist 2016 (Excel/Word)

- Proficient in essential Excel functions such as SUMIF, VLOOKUP, IF to support cost analysis, purchase order tracking, and budget monitoring.
- Enhanced administrative and accounting efficiency through tools like Table, Chart, Named Range, and keyboard shortcuts, optimizing procurement and inventory tracking

Flexible Budgets, Standard Costs & Variance Analysis

UDEMY

- Gained a solid understanding of flexible budgeting techniques to adjust cost expectations based on actual activity levels
- Learned how to apply standard costing methods for materials, labor, and overhead – essential for budgeting and cost control

Test of English for International Communication – TOEIC Score: 650, aiming for 750–800

- Able to clearly understand and write business emails, reports, and financial documents in English
- Improved listening skills in workplace situations such as meetings, supplier calls, and operational briefings.

SKILLS & INTERESTS

Languages: English

Technical Skills: Google Platform; MS Office; MISA

Interests: Piano; Swimming; Reading