



LE TRONG NGOC NGHIA

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Date of birth: 27/11/2003

SUMMARY

Bachelor of Corporate Accounting and currently pursuing a degree in Financial Investment at the University of Economics Ho Chi Minh City. Possess practical experience in managing fixed assets, preparing and maintaining documentation, and reconciling financial data. Known for being proactive, detail-oriented, and responsible, with a strong eagerness to learn and a long-term commitment to building a career in accounting and finance.

WORK EXPERIENCE

- Accounting Intern at DHL Express Vietnam**Sep 2024 - Present
- Supported Accountant in fixed asset recognition, disposal, and physical count processes, ensuring compliance and accurate tracking.
 - Prepared and maintained asset documentation and recorded input VAT from petty cash transactions.
 - Assisted Credit Collection Team by verifying unapplied payments, reconciling invoices, and assigning unidentified payments for resolution.
 - Provided required documentation and information to CCOs, facilitating timely debt clearance.
- Audit Assistant at A&A Auditing and Consulting Company Limited**Dec 2023 - Mar 2024
- Performed account balance reviews, including cash, receivables/payables, fixed assets, and prepaid expenses to ensure compliance with auditing standards.
 - Collected and analyzed financial data and documentation to support audit processes, ensuring accuracy prior to submission to lead auditors.
 - Assisted in on-site audit procedures at client locations, verifying the accuracy and integrity of financial statements through document checks and direct validation.

EDUCATION

- Bachelor of Corporate Accounting**Sep 2021 - Jun 2025
- University of Economics Ho Chi Minh City
GPA: 3.72/4.00
- Bachelor of Financial Investment**Sep 2022 - Jun 2026
- University of Economics Ho Chi Minh City
GPA: 3.76/4.00

ADDITIONAL INFORMATION

- Knowledge:** Solid understanding of accounting principles, financial reporting and investments.
- Proficient in:** in Microsoft Office, with strong Excel skills (including accounting formulas); experienced in SAP.
- Professional competence:** Strong analytical thinking and attention to detail.
- Soft skills:** Good communication and teamwork abilities.
- Language skills:** Intermediate English
- Personal qualities:** Proactive, responsible, and eager to learn.