

# NGUYEN LUONG BAO YEN

BAOYEN91123@GMAIL.COM

0365512475

BINH THANH, HO  
CHI MINH CITY



## ACCOUNTING OFFICER

A Bachelor's degree holder in Accounting and Auditing skilled in bookkeeping, document verification, debt reconciliation, and effective coordination with related departments to ensure the accuracy and timeliness of financial transactions. Seeking to further develop professional expertise in corporate accounting and finance, and to contribute to the transparency, accuracy, and efficiency of the company's financial operations.

## SKILLS

Proficient in office software: Word, Excel, Powerpoint,...  
Teamwork, time management, communication skills.  
Experience in using Accounting software, tax websites,... Flexible, dynamic, creative, responsible, eager to learn.

## LANGUAGE

Vietnamese & English

## EXPERIENCE

### Payable Accountant

GD Services Co., Ltd  
04/ 2025 - Now

Manage accounts payable and process bank payments for carriers and service providers, prepare and issue VAT invoices to customers, and record transactions in the accounting system (Purchasing and Sales module). Monitor and reconcile accounts payable and receivable, ensuring accurate and timely payment for financial transactions, follow up on debt collection from relevant parties, verify invoices, ensure tax compliance, and prepare monthly financial and operational reports for management.

### Accounting Intern

Lotus Food Group Joint  
Stock Company  
08/2024 - 02/2025

Assist with daily financial tasks, including processing invoices, tracking expenses and managing budgets, and maintaining accurate and organized accounting records. Compiling and verifying the validity of invoices during tax reporting periods, and assist during independent auditor audits.

### Foreign Affairs Committee

Foreign Trade University  
Accounting and Auditing  
Club  
01/2022 - 11/2023

Responsible for building and maintaining relationships with businesses, representing the club in working with professional partners, and managing the team and coordinating collaborative activities for events and academic programs in the field of accounting and auditing.

## EDUCATION

### Bachelor's Degree in Accounting - Auditing

Foreign Trade University  
in Ho Chi Minh City  
2021-2025

### Graduated from high school specializing in Physics

Luong Van Chanh High  
Specialized high school  
2018-2021

## EXTRACURRICULAR ACTIVITIES

### Volunteer

06/2023 - 09/2023

Green Summer Campaign

Participate in tree planting and cleaning activities within the framework of the youth project "Saigon River - My City River".  
Organize free English classes for children in Can Gio district