



# Pham Doan Ngoc Tram

## ACCOUNTING STAFF - ACCOUNT RECEIVABLE

15/05/2002

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Ward 12, District 10, Ho Chi Minh City

### OBJECTIVES

Never stop being open to learn more, improve skills and gain experience to become a qualified accountant with a professional attitude that can make a long-term commitment at the suitable working environment and contribute to the sustainable development of organization.

### EDUCATION

#### UEH - UNIVERSITY OF ECONOMICS HO CHI MINH CITY

2020 - 2024

**Major:** Accounting - **Specialization:** Auditing

**GPA:** 3.16/4.00

#### SAPP ACADEMY

11/2021 - 05/2023

**ACCA**

**Studied:** Financial Accounting (F3), Taxation (F6),  
Financial Reporting (F7), Audit & Assurance (F8).

### SKILLS

- Proficiency in English;
- Ability to work on my own initiative and as part of a team;
- Time-management skill and Deadline management;
- Ability to use Microsoft Office and Accounting Software.

### CERTIFICATES

- English Certificate: TOEIC 740
- Informatics Certificate: IC3 GS5

### EXPERIENCE

11/2024 - 04/2025

**THE PRIVÉ GROUP**

**Accounts Payable Accountant & Purchasing Assistant**

- Enter vendor invoices into Deskera ERP;
- Record payment vouchers for bulk payments and intercompany transactions in Deskera ERP;
- Reconcile Supplier Statements and resolve discrepancies;
- Generate the AP Ageing Report each month to follow up on overdue payments;
- Assist in creating and processing of purchase orders, then track the status of orders to ensure timely delivery;
- Communicate with suppliers to resolve any order issues.

### EXPERIENCE

12/2023 - 02/2024

**ERNST & YOUNG VIETNAM Co. Ltd**

**Audit Intern - Core Assurance Services**

- Observe the cash count and stocktaking of clients;
- In charge of auditing some accounts on financial statements as a member of audit team;
- Check and reconcile the documents provided by clients;
- Send and follow up the confirmation letters from banks, related-parties;
- Collate and store the Accounting documents.

05/2023 - 07/2023

**TIKI Co. Ltd**

**Accounting Intern - Account Receivable**

- Perform daily reconciliation for accounts receivable from all payment gateways and assist in preparation of bank reconciliations;
- Prepare spreadsheets assisting in recording general journal entries and follow the accuracy of outstandings on financial system;
- Work with partners to ensure full and timely collection/resolve discrepancies.

05/2022 - 10/2022

**I-GLOCAL Co. Ltd - HO CHI MINH CITY BRANCH**

**Accounting and Tax Intern**

- Prepare files assisting in declaring tax (including VAT, PIT, CIT);
- Support on submitting reports and other documents to Tax Authority;
- Support on checking and arranging Tax and Accounting documents;
- Print accounting books for clients;