

TRAN HOANG LOAN

ACCOUNTING STAFF - ACCOUNT RECEIVABLE



I used to be a team leader of Rebate Management Department. I worked with more than 600 different suppliers and brands in the fields of Medicines, Medical Devices, Dietary Supplements, FMCG, Cosmeceuticals), with experience in solving complex problems quickly. With more than 4 years working in the retail market, I look forward to applying my experience to accompany and develop with your company.

PROFESSIONAL EXPERIENCE

● FPT Digital Retail Joint Stock Company Rebate Management - Team Leader (Long Chau) 03/2022 – 02/2025

- Update Sales in/Sales out targets of Product Manager at Suppliers/ Brands & Report, compare with Target periodically (Day/Week/Month).
- Calculate discounts and commissions from more than 600 Suppliers and Brands.
- Monitor receivables and discount receivables of Suppliers and Brands, ensuring the specified time.
- Assign tasks, monitor, and motivate team members.
- Compile rebate data for weekly reporting to Department Head and monthly to the Board of Directors.
- Advise on signing monthly/quarterly/annually discount contracts/agreements for Category Development Center of Long Chau Pharmacies.

● FPT Digital Retail Joint Stock Company Rebate Management Executive (Long Chau) 12/2020 – 03/2022

- Update Sales in/Sales out targets of Product Manager at Suppliers/ Brands & Report, compare with Target periodically (Day/Week/Month).
- Calculate discounts and commissions from more than 500 Suppliers and Brands.
- Monitor receivables and discount receivables of Suppliers and Brands, ensuring the specified time.
- Compile rebate data for weekly reporting to Department Head and monthly to the Board of Directors.
- Advise on signing monthly/quarterly/annually discount contracts/agreements for Category Development Center of Long Chau Pharmacies.

● Sai Gon Thuong Tin Commercial Joint Stock Bank (Sacombank) Internship 01/2020 – 07/2020

- Support customers in opening accounts and managing accounts.
- Perform accounting of papers and documents related to transactions or assigned work tasks.
- Perform work reports or other tasks as required.

TOP SKILLS

● Hard Skills

- Data mining and analysis
- Financial accounting
- MS Office (Word, Excel, PowerPoint)
- English (Toeic 620)

● Soft Skills

- Observation
- Decision Making
- Communication
- Problem Solving

EDUCATION

● Ho Chi Minh University of Banking Masters in Business Administration Completed in 2023

● Ho Chi Minh University of Banking Bachelor in Accounting Completed in 2020

GPA: 3.21/4.00

Degree Classification: Verry Good

CONTACT

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ACHIEVEMENTS

● 2023

Master's thesis: Factors affecting customer satisfaction with service quality of Long Chau pharmacy chain in Ho Chi Minh City

● 2020

Certificate of Merit for students with Verry Good graduation achievements from the Principal of Ho Chi Minh University of Banking