

# LE THUY DIEM HUONG

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📍 Nha Be, HCM City



I am a Finance graduate with hands-on experience in Account Payable and financial reconciliation, credit operation and reporting through my roles as an Accounts Payable Intern at a retail company and a Credit Officer at a digital bank. These roles have sharpened my attention to detail and developed strong foundation in documentation management, cross-department coordination, ensuring accuracy in high-volume data handling and advanced proficiency in Excel. I am now seeking an opportunity to grow my career as an Account Payable Staff at Circle K, where I can contribute my skills, adaptability and commitment to high-quality financial operations.

## EDUCATION

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

**BACHELOR'S DEGREE IN FINANCE** | GPA: 8.41

10/2020 – 03/2024

- ✦ The Students of 5 Merits 2022 – UEH (University Level)
- ✦ The Students of 5 Merits 2022 – School of Finance (Faculty Level)
- ✦ The Excellent Assignment Award UEH500 2022
- ✦ Prize B in UEH Young Researcher Award 2022

## EXPERIENCE

### VIKKI DIGITAL BANK

**CREDIT OFFICER**

10/2024 – 08/2025

- ✦ Processed client applications, managed loan disbursements, collateral registrations and monitored clients' repayment schedules.
- ✦ Prepared and maintained loan documents and related records for internal audits and regulatory compliance.
- ✦ Responsible for the operation and reporting of 4 large-scale projects (~40,000 billion VND), by generating settlement reports, reconciling outstanding balances & coordinating with external partners.
- ✦ Tracked overdue debts, reclassified debt groups & implemented risk management measures.
- ✦ Demonstrated strong attention to detail in financial data management and reporting.
- ✦ Enhanced work efficiency by 20–30% through advanced Excel (Dashboards, pivot tables, etc.)

### GS 25 VIETNAM LLC

**ACCOUNT PAYABLE INTERN**

04/2024 – 07/2024

- ✦ Verified supplier invoices and departmental payment documents to ensure accuracy and compliance.
- ✦ Recorded and input utility-related expenses (water, environmental, electricity fees...) for over 300 stores into the accounting software.
- ✦ Organized, packed and archived payment documents
- ✦ Issued internal payment vouchers and recorded transactions
- ✦ Supported the Accounts Payable team with administrative tasks and daily operations.

## EXPERIENCE

### TK AUTO STORE

#### INVENTORY CONTROL(HYBRID)

07/2023 - 09/2024

- ✦ Monitored inventory movements and updated daily transaction data (prices, COGS, quantities, etc.)
- ✦ Conducted weekly physical inventory checks and reconciled discrepancies with recorded data.
- ✦ Prepared and submitted monthly sales and inventory reports to the manager by creating Dashboard in Excel.
- ✦ Ensured data accuracy and consistency across inventory records and reports

## SKILLS

### TECHNICAL SKILLS

- ✦ Advanced Microsoft Office Suite and Google Workspace (especially Excel: PivotTables, Dashboards, charts, data validation....); *IC3 GS5 Digital Literacy Certificate*
- ✦ Financial reconciliation and reporting
- ✦ Data entry and document management
- ✦ Use basic function in accounting soft ware: Phoebus, Dynamic 365
- ✦ Debt and repayment tracking
- ✦ Project coordination and cross-functional collaboration
- ✦ English: Upper Intermediate (*TOEIC 695*)

### SOFT SKILLS

- ✦ Strong attention to detail and analytical thinking
- ✦ Effective time management and organization
- ✦ High sense of responsibility & data accuracy
- ✦ Problem-solving under pressure and analytical thinking
- ✦ Team collaboration & cross-functional communication
- ✦ Adaptable and quick learner with a commitment to continuous improvement

## ACTIVITIES

### STUDIES - SCIENCES - INTERNATIONAL RELATIONS DEPARTMENT (SSID)

#### MENTOR OF HUMAN RESOURCES

12/2020 - 07/2023

- ✦ Mainly operated in Administration, Human Resources and Finance departments.
- ✦ Organized large-scale academic and international relations for 1000+ students
- ✦ In charge of estimating and reporting revenues, expenditures and list of necessary items
- ✦ Prepare documents, emails related to faculty and student
- ✦ Responsible for organizing internal, extracurricular activities and recruitment





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## ✦ COVER LETTER ✦

Dear Human Resources Department,

My name is Le Thuy Diem Huong and I am writing to express my interest in the Accounting Staff – Accounts Payable position at Circle K Vietnam. I hold a Bachelor's degree in Finance and have gained hands-on experience through my roles as a Credit Officer at a digital bank and an Account Payable Intern at a retail company. I am eager to contribute my skills and knowledge to a dynamic and people-oriented company like yours and I have enclosed my CV for your consideration.

Most recently, I worked as a Credit Officer at a digital bank, where I managed end-to-end loan processes – from document preparation to disbursement and debt tracking. I also supported the operation and reporting for four large-scale loan projects totaling 40,000 billion VND. My responsibilities included data reconciliation, preparing settlement reports and coordinating with internal teams and external partners

Previously, as an Account Payable Intern at GS25 Vietnam LLC, I gained practical exposure to the accounts payable process in a fast-paced retail environment. I assisted with recording store-related expenses for 300+ stores, issuing internal receipts and payment vouchers, and maintaining payment documentation. These roles have sharpened my attention to detail and enhanced my Excel skills, ability to work precisely, communicate cross-functionally and adapt in fast-paced environments.

Beyond technical skills, I also gained practical experience in internal financial planning for events and cross-functional coordination during my time at university. I was actively involved in the Finance, HR, and Administrative operations of the SSID Department, which was responsible for organizing academic and extracurricular activities for students. This experience further reinforced my foundation in accounting, operations, and teamwork.

While I may not yet have extensive experience in accounting, I am a quick learner, highly adaptable, and always ready to take on new challenges. I am confident that with my enthusiasm, attention to detail, and strong work ethic, I can quickly contribute to your finance team and grow into the role effectively. I am particularly inspired by Circle K's commitment to innovation and the development of young talent, and I would be honored to be part of your professional and forward-thinking environment.

Thank you for taking time to consider my application. I really hope to have the opportunity for an interview to further discuss my qualifications as well as learn more details about the position.

Sincerely,

*Le Thuy Diem Huong*

