

Curriculum Vitae



PERSONAL INFORMATION

Full name: PHAM THI HIEN DOB: 21/05/1984	Hometown: Hanoi Nationality: Vietnamese	Gender: Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>
<div></div> Issued date: 29/12/2022	<div></div>	<div></div>
Education: Master		Language: English level B1(CEFR)
Health state: Good		Martial status: Married
<div></div>		
Working experience: 18 years		
Summary of work experience: <div></div> <ul style="list-style-type: none"> * From 01/2019 – 11/2022: Finance Manager (PWL)–The Ascott Vietnam (a member of Capitaland) * From 11/2016 - 11/2018: Deputy Chief Financial and Accounting Department (chief accountant) – Electricity Construction and Installation Joint Stock Company No 1 (ECI No 1., JSC) * From 05/2014 - 10/2016: Deputy Manager of Accountant - Finance Department cum Internal Controller/ CFO assistant - Inox Hoa Binh International Joint Stock Company (IHB) * From 08/2006 - 04/2014: Auditor - UHY Audit & Advisory Services Limited Company (UHY) 		

PROFESSIONAL QUALIFICATIONS

Started	Finished	Classify	Certificates	Association	Grade
2016	2018	Master Degree	Business Accounting	Academy of Finance	Good
2011	2011	Profession	Chief Accountant Certificate	Academy of Finance (University)	Good
09/2010	2011	Profession	Vietnam Certified Public Accountant (CPA)	Ministry of Finance	
2009	2010	Profession	Taxation Practice Service Certificate	General Department of Taxation	A level
2002	2006	Degree	Business Accounting	Academy of Finance	Good

Other training courses

- Courses for updating accounting, auditing, tax and financial knowledge of VACPA.
- The courses on self-development, CFO of Van Nguyen Edubiz in collaboration with the Association of Hanoi Small and Medium Enterprises.
- Other updating on accounting, tax courses by E&Y Ltd., soft skill courses (effective feedback & communication, critical thinking, time management, staff/employee appraisal...).
- IT security quarterly courses of Ascott, Frasers Hospitality...

WORKING EXPERIENCE

More than eighteen years working experience included seven years in auditing field gave me opportunities to access to the accounting system, financial system as well as legal issues which have happened in many companies opening in various sectors. Hence, I have been equipped with knowledge and essential skills to work in fields of accounting, auditing, and corporate finance management. Besides, with more than two years of working with a manufacturing company, two years of working with a specific electrical construction company and more than five years working for hospitality company

management in a real and deeper way.

Fraser Residence Hanoi (FRHN)

No of Unit: 217 (included 01 penthouse) – 01 Restaurant – 01 Fairway/Golf 3D

Finance Team: 01FM, 01GA, 01AR, 01AP, 01 Cashier & 01 ITM

Professional level: Finance Manager

Time: From 05/2023 – 07/2024

Project: *Beside all the main duties as below, complete some separated projects as following:*

- 06/2023: Tax Finalization (2021 & 2022) Implementation (corporating with owner CA);
- 11/2023: Financial Audit – Finance dept, Fraser Hospitality (Singapore);
- 12/2023: Financial (External) Audit - owner (SIMCO);
- 02/2024: CSA (Control Self-Assessment) – Finance dept, Fraser Hospitality (Singapore)
- 05&06/2024: Financial Internal Audit – Fraser Property Limited (Singapore)

Main Duties:

** Full responsibility for all accounting area of Finance Department:*

- **Cash flow management:** Monitor the cash flow of the hotel through reviewing & approving daily cash report (Finance Bank-in Sheet report, Bank T/T and Credit Card collection reconciliation report) to ensure all monetary transactions are recorded accuracy and promptly;

- **AR & Revenue management:** (1) Review, guide, approve all staffs' daily work and report (issuance Debit Notes, VAT e.invoice, Night Audit/Revenue report, Guest contract...) to ensure revenue is recorded and VAT invoice is issued on time and compliant with VAS, tax laws, and hotel policy and procedures; (2) control AR collection & manage AR balance efficiently; (3) review the reconciliation of revenue/invoice between all related system (including: HMS – Operation system; Sage – Accounting system; Hermon – Group system and VNPT – e.invoice system)...

- **AP & expenses management:** daily review PR, PO, vendor contract and payment voucher and guide

staffs to resolve all matter regarding to vendors, departments or any matters related to purchasing, AP & expenses...;

- Ascertain all sales tax, duties and licenses payable by the company are paid when due for supporting operation activities in the most effective way;
- Review all monthly **payroll** calculation & report related to headcount, insurance report & arrange the cashflow to process the payment on time accordingly;
- Supervise staffs in keeping accurate financial records, special for all accounting transactions input in accounting software system (Sage);
- Oversees the maintenance of all ledgers, journals and other accounting records as well as to continue monitoring of audit all accounts, transactions of the company;
- Ensure the maintenance of hotel records in connections with fixed assets and inventories;
- Supervise to ensure safe keeping all contracts, car/other insurances, lease and other legal and financial records;
- Support PPL insurance matters. Attend to all insurance claims relating to accidents, fires and water leakage act (if any);
- Daily resolve any issues related to Hotel Finance: All issues/problems relating to guests, vendors, owners, banks, cluster, other departments, systems (Sage, HMS, VNPT e.invoice) ...;
- Supervise the preparation of monthly journal entries and BS supporting schedules;
- Review the monthly financial & other management reports package/data and investigate unusual variations of the expenses then submit/provide timely to all related parties (GM, HQ/management company, owner, HR & all internal departments);
- Attend **Monthly P&L Meeting** to catch up all finance and operation information and analysis, verify, discuss with HODs & propose the better solution to improve operation efficiency.
- Review all monthly **tax declarations (PIT, VAT, WHT)** before submission to owner;
- Review and approve all monthly working of staffs (statistic data package, payment plan...).

** Full responsibility for all finance area of Finance Department:*

- Prepare/Consolidate all **budgets** (owner budget and FRH budget) and **monthly forecasts** (3-month forecast, ...) covering all activities of the company with the General Manager and other department heads. Besides, do the budget/forecast control by reviewing & approval all PR/PO/Payment Voucher...;
- Daily review & approve purchase requisitions (PR) or/and purchase orders (PO) and examine daily accounting records/reports and discuss with the procurement executive (owner side) if special action needed;
- Administer credit and collection policies and procedures;
- Daily review actual account receivable balance and take action by communication with AR staff and the related parties to collect debtor on time;
- Review and assess credit application for new guests to minimize credit risk for the company while still maintains the relationship with guests;
- Review related date/report as well as hold **Monthly Credit Meeting** with GM, related HODs (FOM, DOSM, Revenue Manager, ...) and other related staff (AR)...

** Professional management, training and other administration of Finance Department/the company:*

- Usually update, discuss for new tax/accounting/finance... document or new regulation of the company that directly related to Finance Department/work;
- Recommend and implement improvement in accounting procedures, relating other departments' procedure and internal control;
- Regularly review and ensure the accuracy of all accounting/finance/tax & other important document (both hardcopy and softcopy) in place for the purpose of examination, inspection and audit when necessary.
- Monthly review and approve Finance Department attendant, training hours...;
- Handle all professional working with audit, tax, banks, guests, vendors... and other related parties.

PentStudio West Lake Hanoi – Managed by The Ascott Viet Nam (PWL)

<i>Finance Team: 01FM, 01AR, 01AP, 01 Cashier</i>	
Professional level:	Finance Manager
Time:	From 01/2019 – 11/2022
<p><u>Main Duties:</u></p> <p><i>* Full responsibility for all accounting area of Finance Department:</i></p> <ul style="list-style-type: none"> - Monitor the cash flow management of the company through reviewing & approving cash report (Finance Bank-in Sheet report, Bank reconciliation report) to ensure all monetary transactions are recorded promptly and correctly; - Review, guide, approve all staffs' daily work and report (issuance Debit Notes, VAT e.invoice, Night Audit report... for AR & payment voucher for AP); - Ascertain all sales tax, duties and licenses payable by the company are paid when due for supporting operation activities in the most effective way; - Supervise staffs in keeping accurate financial records, special for all accounting transactions input in accounting software system (ORC); - Oversees the maintenance of all ledgers, journals and other accounting records as well as to continue monitoring of audit all accounts, transactions of the company; - Ensure the maintenance of hotel records in connections with fixed assets and inventories; - Safe keep all contracts, car insurances, lease and other legal and financial records; - Support PPL insurance matters. Attend to all insurance claims relating to accidents, fires and water leakage act (if any); - Daily resolve any issues related to Property Finance: All issues/problems relating to guests, vendors, owners, banks, cluster, other departments, systems (ORC, RMS, VNPT e.invoice) ...; - Supervise the preparation of monthly journal entries and supporting schedules; - Prepare the monthly financial & other management reports package/data and investigate unusual variations of the expenses then submit/provide timely to all related parties (Cluster FC, HQ, owner, HR, management company); - Review all monthly declarations (VAT, WHT) before submission to owner; - Review and approve all monthly working of staffs (sales incentive, statistic data package, payment plan...). <p><i>* Full responsibility for all finance area of Finance Department:</i></p> <ul style="list-style-type: none"> - Prepare all budgets and forecasts (3-month forecast, 6&6 forecast...) covering all activities of the company with the Residence Manager and other department heads. Besides, do the budget/forecast control by reviewing & approval all PR/PO/Payment Voucher...; - Daily review & approve purchase requisitions (PR) and purchase orders (PO) and examine daily accounting records/reports and discuss with the procurement executive if special action needed; - Administer credit and collection policies and procedures; - Daily review actual account receivable balance and take action by communication with related parties to collect debtor on time; - Review and assess credit application for new guests to minimize credit risk for the company; - Hold monthly credit meeting with RM, related HODs (GSM, SM...) and other related staff (AR)...; <p><i>* Professional management, training and other administration of Finance Department/the company:</i></p> <ul style="list-style-type: none"> - Usually update, discuss for new tax/accounting/finance... document or new regulation of the company relating to Finance Department/work; - Recommend and implement improvement in accounting procedures, relating other departments' procedure and internal control; - Monthly review and approve Finance Department attendant, training hours...; - Handle all professional working with audit, tax, banks, guests, vendors... and related parties. 	

Electricity Construction and Installation Joint Stock Company No 1 (ECI)

Structure: HO & 3-5 independent subsidiaries

Finance Team: HO - from 4-6 staffs (01C.A, 01GA, 03AP, 01 Cashier) & 3-5 accountants (records for independent subsidiaries only)

Department:	Deputy Chief Accountant (in charge of Finance - Accounting Department (From November 2017 to Oct 2018) Deputy Manager - Finance and Accounting Department (From November 2016 to October 2017).
Professional level:	Chief accountant
Time:	From 11/2016 – 10/2018
Project:	<i>Beside all the main duties as below, complete some separated projects from November 2016 to July 2017 as following:</i> - Provide accurate supporting document to clear tax issue (from the old period) (saving more than 60 billion VND for the company); - Tax Finalization (from the initial to closing date: 2017) Implementation for closing subsidiaries purpose (03 subsidiaries).

Main Duties:

** Main responsibility for all accounting work of the Accounting and Finance Department, including but not limited to specific work:*

- Guiding the preparation, revision and approval of financial statements, management reports for Board of Management, Board of Directors as well as regular and irregular reports as required by the owner;
- Revision and approval of monthly/quarterly/annual tax reports (VAT, CIT, PIT);
- To carry out all approvals of payment transactions in the Company, including current expenditures, fixed assets, other expenses...;
- Examining, reviewing and guiding the adjustment of daily accounting entries/record, ensuring timely, proper and in compliance with regulations on accounting, finance, tax and related legal documents as well as meeting the management needs of the Company;
- Orientations for the construction, arrangement and archival of accounting vouchers to ensure adequate, logical, scientific in accordance with the current regulations on the archival of accounting documents and create favorable conditions for information retrieval when needed;

** Main responsibility for finance of the Accounting and Finance Department:*

- Work with banks to find and arrange credit sources in the most efficient way to timely serve production and business activities.
- Work with partners as investors, suppliers to arrange financial resources in accordance with the financial condition of the Company from time to time;
- Guidance on the preparation, review, approval of cash flow planning reports and reports on the implementation of weekly cash flow plans to maintain a stable status of financial sources, to meet financial demands in service of the construction of works at each time.

** Professional and organizational management of Finance and Accounting Department:*

- Guiding, checking, and training (internal as well as using external training services) for professional accountants, work skills... to ensure to accomplish the most common tasks in the most efficient way while also developing the knowledge and professional skills of each employee;

- Directly build and guide the development of procedures and internal rules within the Accounting and Financial Department as well as contribute to the development of related work processes in other parts of the Company.

** To take the highest responsibility in professional and foreign affairs handling professional work with tax authorities, banks and commercial credit partners and suppliers...*

Inox Hoa Binh International Joint Stock Company (IHB)

Producing, trading hot rolled steel, billets and steel products

Department:	Accounting and Finance Department
Professional level:	Deputy Chief accountant/ CFO assistant cum Internal Controller
Time:	From May 2014 to Oct 2016
Project:	<p><i>Beside all the main duties as below, complete some separated projects as following:</i></p> <ul style="list-style-type: none"> - 09/2015: VAT Tax Refund for the imported material of the factory in Hung Yen; - Prepare financial data package for project calling for capital investment from foreign investors (from Japan, China)

Main Duties:

** General accountant:*

Review and inspect all tax reports (VAT, CIT, PIT...). Check the appropriateness and reasonableness of the detailed data with the aggregated data, the financial statements and the management report and with the relevant independent data.

** Synthesis, preparation and analysis of financial reports:*

- Performing the suitable of financial input data with independent and trusted source to prepare the financial report;
- Review the measurement, presentation of financial report according to current regulation;
- Analyze the elements of the financial statements as well as some basic financial indicators in order to advise the Board of Directors in making decisions on handling outstanding issues as well as making plans for the future.

** Prepare Financial Plan and Management Reports:*

The management report includes:

- Revenue and Sale Report: data and detailed analysis information;
- Account Receivable – Debt Aging: data, detailed analysis, measures to recover debt;
- Account Payable - Debt aging and corresponding payment plan;
- Loan report, interest expense and repayment plan;
- Cash flow plan to pay the due debt...
- Review all data & report related to new projects for working with banks to arrange financial resources.

UHY Audit & Advisory Services Limited Company (UHY)

Audit, Finance, Tax, Advisory, Training

Department:	Audit
Professional level:	Auditor / Financial Consultant /Member of Training Department
Time:	From 08/2006 – 04/2014

Main Duties:

** Audit Experience:* 7 years' experience as an auditor, research exposure and learn various types of business activities

In the process of working in audit firm, has experience in auditing, internal controls, accounting, financial analysis ... and exposure to various types of businesses (especially with experience in auditing manufacturing, construction, public companies, securities firms and private corporations ...)

The specific experience:

- Organize and group audit plan setting: Assign work, establish procedures to control risks for each client.
- Analysis of the internal control system, evaluation, counseling system for clients.
- Exchange and devise financial plans for dealing with client leader.
- Summary of results, risk assessment and preparation audit reports.

In addition to the main work is audited financial report, also made a number of other services such as tax revision, construction consultants accounting systems, business valuation, training of internal staff ...

** Financial and accounting expert Experience:* Have experience in construction of accounting system, testing, sorting of accounting work. Preparation and guidance (to clients) in preparing the management reports. Supporting and guidance clients' accountants comply with the new accounting documents and apply new regulations on accounting, tax... in accounting work.

** Professional training experience:* Experience in professional training, updating and dissemination of new knowledge and documents related to accounting, auditing, taxation and finance for accountants and client (if any).

CAREER PURPOSE

I would like to work long term in a company where I can demonstrate my accumulated knowledge, skills and experience to accompany the company with innovation and development. Simultaneously, it promotes the current capabilities and explores and develops my potential.

COMPUTER SKILLS

- Proficient with the use of accounting software (Sage, SAP, ORC, FAST, FMIS...) as well as other related software (operation software – HMS/RMS, e.invoice software – VNPT, some human tool – CHRIS...);
- Fluency with information technology office software - MS Excel, MS Word, Power Point, Outlook;

OTHER SKILLS

- Love collaboration & have ability to work independently as well as to work well in a group/team;
- Ability to handle multiple tasks simultaneously and the ability to work under high pressure;
- Good negotiation, communication and interpersonal skills;
- Strong & sharp analytical ability for investigation the issues and proposal the solution;
- Opened mind, be willing to learn new things and to share, cooperate and support colleagues/staffs;
- Proactively at work, always conscious to learn and improve knowledge for work.
- Honest, serious, patient, professional, high spirit, high responsibility and high level of integrity;

BE ABLE TO UNDERTAKE POSITIONS BELOW:

*Finance Controller/Chief Accountant/ Financial Manager
/Internal Controller/Internal Auditor...*

Salary expectation: Based on scope of work, according to labor contract/agreement and general regulations of the Company and final negotiation between two parties.

Desired type of job applicants: Full-time

Time can take the job: about 10-15 days from the date of receiving the official Offer Letter.

ADDITIONAL PERSONAL INFORMATION

Family members

Relationship	Full name	Year of birth	Jobs
Father	Pham Van Luc	1952	Retired
Mother	Cao Thi Cam	1951	Retired
Husband	La Duc Vinh	1982	Engineer
Daughter	La Pham Minh Khue	2012	Pupil
Elder brother	Pham Huu Long	1979	Soldier
Elder brother	Pham Huu Kien	1980	C.A

The meaning of life:

- Enjoy family life and happiness when being cultivated, sharing life with relatives;
- Be a sincere, trusted, reliable and supportable friends and be optimistic;
- Be open minded, actively learn experience in order to develop career and assert value;
- Participating in social activities and contributing to the community (volunteer for blood donation);
- Be an active person, love: yoga, walking, cycling, traveling (experiencing and exploring), love talking with stranger.

I certify and be responsible that all the above information in this document is true.

Hanoi, 8th November 2024

Sign

Pham Thi Hien

