

**Duc Pham (John)**

891 Au Co street, Tan Son Nhi Ward, Tan Phu District, Ho Chi Minh City, Vietnam

Email: john.pham109@gmail.com

Phone: currently in Australia +6142 042 3588

Personal Profile

I am looking for a position in a professional environment where I can utilise my knowledge, my excellent interpersonal and analytical skills. I am eager to learn and excited about my career in the fast pace environment, I would be a great asset to any company.

Work Experience**Finance Assistant**

July 2018 – Oct 2018

A Park Hyatt hotel, Canberra, Australia

Duties:

- Prepare General Cashier Reconciliation, Revenue Balance Report, Discount detail by Outlet, Foreign Exchange, and Open keys account.
- Investigate fraudulent transactions.
- Assist in Cashering.
- Assist management operation for year end audit.
- Softwares using: Opera, iScala, Infogenesis, VmVirtual, Excel.

Business Development Manager

May 2013 – Aug 2014

Rigel Technology Representative Office, Ho Chi Minh, Vietnam

A leading player in the commercial sanitation sector in Singapore

Duties:

- Expand the business with Customer Relationship Management, enhance customers/ distributors satisfaction and relation.
- Using KPIs to drive current and predict future performance.
- Win 1 million usd project for the company.

Project Sales Executive

Nov 2011 – May 2013

Hafele Vina Jsc, Ho Chi Minh, Vietnam

Häfele is the leading international manufacturer and supplier of furniture fittings and architectural hardware, with customers in more than 150 countries.

Duties:

- Enhance customer relation, checking and order stocks to satisfy customer requirements.
- Manage projects cost over 1 million USD in total per year.

3D Animator

June 2010 – Nov 2011

Ringier Studio, Ho Chi Minh, Vietnam

Ringier is the largest internationally operating Swiss media company, producing over 120 newspapers and magazines

Duties:

- Create animation by using graph motion and coding in 3ds Max and Maya.
- Self-develop state of the art techniques and contribute to the team.

Education

CPA – Foundation Complete

Jan 2017 – July 2018

Master of Professional Accounting

Feb 2015 – Aug 2017

Master of Business Administration, Townsville, Australia

James Cook University

- GPA: 84 / 100
- Grade high distinction in Data Analysis, Accounting for Corporations, Auditing, and Advanced Issues in Accounting.
- Grade distinction in Business Law, Taxation Law, Managing strategic resources and operations, Introduction to Accounting, and Research Project.

Bachelor of Information Technology

Feb 2005 – Aug 2010

Vietnam National University, Ho Chi Minh, Vietnam

Ranked top 5 / 129 universities of Vietnam

- Grade high distinction in Object-Oriented Software development, Java programming, Database management, Website design and programming.
- Grade distinction in Graph theory, Psychology.

Diploma in Information Technology

Nov 2008 – Nov 2010

The Academic Council of NIIT, Ho Chi Minh, Vietnam

IT global reputation of India

- GPA 80.75 / 100
- Received academy scholarship of 40% tuition fee.

Skills & Abilities

- » ➤ **Bilingual:** professional working proficiency in both English and Vietnamese.
- » ➤ **MS Office Suite:** advance user.
- » ➤ **Programming:** experienced user in statistic software SPSS, Macro in Excel, C++, HTML
- Excellent written and oral communications skills
- Able to work independently or as part of a team
- Sound understanding of accounting and taxation principles

Reference

Mr. Steuart Chin

Head of Finance

A Park Hyatt hotel – Canberra

Email: steuart.chin@hyatt.com

Mobile: 0418 694 039 – in Australia

+61418 694 039 – International