

CURRICULUM VITAE

DAO THI MINH HONG

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Educational Qualifications

- 1998-2001: Studied Nguyen Thuong Hien High school.
- 2002-2006: Undergraduate Van Lang University
 - Major: The Degree of Bachelor Specialist: Finance & Accounting
 - Mention: Fairly Good
- 2006-2007: Completed Tax control course of Tax authority.
 - Finish Internal Course of internal audit
- 2009: Chief accountant Certificate
- Jan 2013 – present: ACCA course (Finish F1 to F5)
- 2013: Internal training courses (mindset, leader ship...)
- 2014-2015: Internal training in other subsidiary of Samsung company (Taiwan, Malaysia, Ha Noi...)

Office skill

- Language: English
 - Listening: Good
 - Communication: Good
 - Reading: Good
 - Writing: Good
- Office technology:
 - Microsoft Office: excellent (excel, word, power point...)
 - ERP System Software (SAP, Oracle, Solomon...) in Financial, HR, report...: Good

Skills Base

- Possess excellent interpersonal and communication skills
- Positive thinking, leader ship, manages & control timeline skill...
- Good command in English
- Ability to work autonomously
- Meticulous and excellent organizing skill
- Able to handle independently on multi-tasks with minimum supervision.
- Problem solving and resolution capabilities
- Conversant in accounting technical knowledge
- Analytical and meticulous for details
- Good team player with the ability to work under pressure and meet deadlines.
- Interested in the artistic and the commercial worlds
- Proven leadership and human management skills
- Budget design and monitoring
- Time-efficient, systematic working methodology
- Rapid adaptability to new problem-solving and new locations

Experiences

- **Nov 2013 to now: Working for Samsung Vina Electric Company (15 month)**
 - Join in Samsung (Production side) as Team leader role in FI-Operation part.
 - Have responsibility in all transaction related with operation of company (Include Investment, Asset, Raw material control, AR/AP, Logistic exp....)
 - Manage and assign task list for member (06 members in my team)
 - Summary tasks:
 - ✓ Control all kind of expense (both Production expense and General/ Employee/Logistic expense, Local & Foreign)
 - ✓ Investment control
 - ✓ Asset management
 - ✓ Tax control and verify
 - ✓ Report for CFO and Head Office in Korean
 - ✓ Insure AP payment on time
 - ✓ Control Cash flow for payment
 - ✓ Create Process & manual, and then, training for user
 - ✓ High responsibility in giving solution to solve issues (Payment issue, Tax issue, ...)
 - ✓ Research and training Tax decree, Circular of Government... for team member.
 - ✓ Analysis expense element effect to BS, PL, CF.
 - ✓ Control budget (investment and expense)
 - ✓ Etc

- **2006-2013 working for FPT Software Joint Stock Company: (Almost 8 years)**
 - From third year of University (2006) to 2010:
 - ✓ Begin in Accountant Receivable & contract management.
 - ✓ In 2007: Doing as leader of module General Ledger: control Finance report & display for Director.
 - ✓ Doing as leader of Tax (Special I successful in feedback tax for company in 2006, have experience on Withholding tax)
 - ✓ Doing on Solomon & Oracle system completely.
 - ✓ Operating within the tight financial disciplines imposed by ambitious budgets which I have helped to plan and control cash flow (to rotate cash fluently)
 - ✓ Complete process on accounting department.
 - ✓ Methodical administration to deadlines (not to speak of crisis management where necessary)
 - ✓ Manage contract when issue invoice for customers.
 - ✓ Allocate expense and salary.
 - ✓ The application of modern leadership methods (through staff motivation and involvement in both decision-making and

target- setting, clarity in communication, and easy personal inter- relations)

- ✓ Finish set up new branch for company.

○ From July 2008 to June 2009:

- ✓ Do as Chief Accountant for new company of FPT Software..

○ From June 2009 to Dec 2010:

- ✓ Working as Accounting Controller in FPT Malaysia branch in almost two year. (do on Oracle system & UBS system- accounting system of Malaysia)
- ✓ Learn about Account system of Malaysia myself (UBS system)

○ From Jan 2012 to March 2012:

- ✓ Work as Financial Consultant for FPT software company HCM Branch, in ERP system. (Project Property, DMS..)

○ From April 2012 to Nov2012:

- ✓ Work in Unilever Company as supporter for FI-CO module in SAP.
- ✓ Manage & Control financial report, then finish audit 2012 for 2
- ✓ Oversea Branch in Thailand and Philippine.

○ From Nov 2012 to Jun 2013:

- ✓ Working under role Controller Manager of 2 Oversea branch in Thailand & Philippine include all the operation (HR, Payroll, Finance, Administrator...)
- ✓ Handle role Sale & Operation support leader, insurance all the operation in Vietnam branch to be arrange.
- ✓ And responsibility in making & checking Report: make Financial Report, revenue report, receivable, payable, and Planning & checking budget, training new comer. ...
- ✓ Work as management Contract of Customer & Vendor: Detail:
- ✓ Appraising & reviewing Customer & Vendor contract, working with the legal for clarification and direction about Project legal aspects and liabilities in respect to Vietnamese legal requirements.
- ✓ Prepare correspondence requesting Client to provide amendments to the original contract.
- ✓ Support Account Manager in obtaining agreement and contract sign off.
- ✓ Stay informed and up to date with any changes relating
- ✓ Vietnamese Laws and Environmental and Safety regulations.
- ✓ Review contract, and update permit matrix in relation to the
- ✓ Project Contracts requirements.
- ✓ Give the advice to General Managers to solve the ad-hoc problems, make sure the business running smoothly.