

HUYEN DUONG (CLARA)



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AREAS OF EXPERTISE

- Project Management
- Business Data Analytics
- Internal Audit Planning
- Operational Audit
- Quality Compliance Audit
- Supply Chain & Inventory Audit
- Business Risk Management
- Strategic Change Management
- Internal Financial Control
- Variance Analysis & Budgeting
- Cost Benefit Analysis
- Client Relationship Management
- Leadership & Staff Training
- TQM, Six Sigma, Lean, Kaizen
- ISO 9000, 22000, 14000
- GMP, HACCP

TECHNICAL SKILLS

- MS Word, PPT, Visio, Outlook
- MS Excel, Excel VBA, SQL
- MS Project, Office 365, G Suite
- Tableau, SPSS
- Python, R
- MindMap, Edraw Max
- 5S, 5W1H, 5Why, Brainstorming
- PDCA, DMAIC, 7 Tools of Quality
- ERP, CRM, Windows 10/8/7
- Android OS, iOS, Windows phone
- iCloud, Dropbox, OneDrive

SUMMARY

6 years of experience in analysing, examining, evaluating, managing and reporting on the company's financial, operational and management processes to ensure that the company complies with relevant law, policies, regulations and standards; also that assisting managers in improving the company's performance and productivity. Furthermore, 2 years' experience to run a small business in Australia. En-route to finishing a master degree in Data Science (Business and Governance) and seeking career opportunities in Business Analytics.

EDUCATION

Master of Science in Data Science (Business & Governance) 2018 – Present
Tilburg University, Netherlands

Key Subjects: - Analytics and Data Mining for Business & Governance
- Data Science: Regulation, Sustainability, Privacy and Security
- Computational Statistics & Methodology

Bachelor of Business Administration, Quality Management 2005 – 2009
University of Economics Ho Chi Minh City (UEH), Vietnam

Key Subjects: - Business research methods
- Quality management techniques
- Lean Six Sigma management system

High School Diploma 2002 – 2005
Le Quy Don High School for the Gifted, Nha Trang, Vietnam

CECERTIFICATION

Data Analysis with Spreadsheets, DataCamp, America	07/2018
Introduction to SQL for Data Science, DataCamp, America	07/2018
Introduction to R, DataCamp, America	07/2018
Spreadsheets Basics, DataCamp, America	06/2018
Introduction to Python for Data Science, DataCamp, America	02/2018
Six Sigma White Belt Certificate, Aveta Business Institute, America	11/2017
Professional Accounting & Information System, UEH, Vietnam	07/2010
Communication Skills, UEH, Vietnam	05/2007

WORK EXPERIENCE

Internal Auditor 06/2016 – 05/2018

NextStep Company Limited – Ho Chi Minh City, Vietnam

- Plan and perform internal audit work as assigned by Internal Audit Manager;
- Manage and control the audit processes; follow up the internal annual audit plan;
- Examine and evaluate the performance of the business activities, financial reliability and compliance, operational and managerial processes;
- Analyse and identify risks, areas for improvement and aspects of the business activities and processes that do not comply with relevant law, policies, regulations and standards;
- Collect and verify information about the business activities and processes such as review manuals, policies, reports and interview company's staff where required;
- Prepare audit reports on monitoring, assessing and controlling risks to managers;
- Develop recommendations for changing processes and systems to decrease risks, improve the performance and productivity, and ensure that the company complies with relevant law, policies, regulations and standards.

LANGUAGE SKILLS

- English: CEFR Level C1
- Vietnamese: Native language

SOFT SKILLS

- Creativity & Research
- Critical observation
- Problem solving
- Decision making
- Time management
- Stress management
- Communication
- Leadership
- Teamwork
- Conflict resolution
- Persuasion & Negotiation
- Mentoring & Coaching
- Adaptability & Flexibility
- Self-motivation
- Strong work ethic

Business Owner (Sole Trader)

04/2014 – 05/2016

- Be a partner of Just Cleaning Australia Pty Ltd Company to provide hotel and restaurant cleaning services to customers in Queensland, Australia such as Blue Mountain Hotel, Wilsonton Hotel, Cube Hotel;
- Dealing with customers to improve the quality of service;
- Recruiting, training, managing and paying salary for employees;
- Managing financial transactions, expenses and profit;
- Purchasing and monitoring equipment.

Management Accountant

11/2011 – 11/2013

NextStep Company Limited – Ho Chi Minh City, Vietnam

- Prepare monthly, quarterly and annual Financial Statements;
- Prepare weekly, monthly, quarterly and annual Management reports;
- Prepare Budget Variance Analysis reports;
- Monitor Inventory transactions daily;
- Examine Inventory and develop Inventory Analysis reports monthly;
- Report ad hoc urgent requests for financial information.

Accountant

10/2009 – 10/2011

Brand Building Solutions Company Limited – Ho Chi Minh City, Vietnam

- Record financial transactions in General Journal daily;
- Update and manage General Ledger and Trial Balance monthly;
- Prepare monthly, quarterly and annual Financial Statements;
- Prepare VAT invoices, periodic tax reports based on the local regulations;
- Monitor cash and bank transactions daily; Complete payroll monthly;
- Be responsible for Accounts Payable and Accounts Receivable functions;
- Monitor Inventory transactions daily and examine Inventory monthly.

REFEREES

Ms. Cuc NGUYEN

Key Account Manager, HIPRA Vietnam – Ho Chi Minh City, Vietnam

Used to work as Internal Audit Manager, NextStep Co., Ltd.

Email: cuc.nguyen@hipra.com

Mr. Anh TRAN

IT Coordinator, British American Tobacco Vietnam – Ho Chi Minh City, Vietnam

Used to work as IT Supervisor, NextStep Co., Ltd.

Email: trantuan_anh@bat.com

Mr. Nha THAI-QUANG

Associate Project Manager, Robert Bosch Vietnam – Ho Chi Minh City, Vietnam

Email: nha.thaiquang@vn.bosch.com

Mr. Patrick VISSER

Shift Leader, Saybolt, Core Laboratories – Amsterdam, Netherlands

Email: patrick.jan.visser@corelab.com

Mr. George KUHN

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