

## **OBJECTIVE**

Experienced Chief Accountant with 8 years of expertise in financial reporting, budgeting, tax compliance, and internal control systems. Proven ability to lead accounting teams, streamline financial processes, and ensure accuracy and transparency in all financial operations. Seeking to contribute strategic financial leadership and strong analytical skills to ABC Company, aiming to enhance financial efficiency and support business growth. Committed to upholding compliance and driving continuous improvement in financial performance.



## **EDUCATION**

Oct 2013 - May 2017

### **MAJOR: FINANCE AND ACCOUNTING**

**TopCV University**

Graduated with a Bachelor's degree with distinction

## **Pham Ha An**

**CHIEF ACCOUNTANT**

- (024) 6680 5588
- hotro@topcv.vn
- Ba Dinh, Ha Noi

## **WORK EXPERIENCE**

### **TopCV MW Group**

2020 - Present

#### **CHIEF ACCOUNTANT**

- Supervised and managed the accounting team, ensuring timely and accurate financial reporting in compliance with Vietnamese Accounting Standards (VAS) and relevant tax regulations.
- Prepared monthly, quarterly, and annual financial statements and reports to support strategic decision-making by the Board of Directors.
- Monitored cash flow, budgeting, and financial forecasts, ensuring optimal capital allocation and risk mitigation.
- Reviewed and approved journal entries, reconciliations, and general ledger activities to ensure accuracy and consistency across financial records.
- Coordinated and liaised with external auditors and tax authorities, ensuring smooth audits and timely submission of tax reports (VAT, CIT, PIT).
- Developed and implemented internal control procedures, helping reduce accounting errors and increase transparency in financial operations.
- Guided and trained junior accountants, improving team competency and ensuring high compliance with company policies and deadlines.

### **TopCV SVT Investment & Development Co., Ltd**

Dec 2019 - Jun 2021

#### **GENERAL ACCOUNTANT**

- Accounting for all types of costs arising during the company's operations.
- Exported data and prepared purchase invoice statements in the cost and service segment.
- Carried out payment runs every Tuesday and Friday.
- Provided data and reports as requested by the Chief Accountant.
- Reconciled bank statements and company accounts monthly to ensure accuracy and detect discrepancies early.
- Updated changes in tax and accounting laws to change accounting rules in a timely and reasonable manner.

### **TopCV SVT Investment & Development Co., Ltd**

Dec 2017 - Nov 2019

#### **INTERNAL ACCOUNTANT**

- Gathered invoices and documents arising from the company to monitor, account, report income and expenditure, imported and exported internal goods and issue invoices.
- Checked goods before importing and exporting.
- Calculated salaries and paid salaries to employees.
- Monitored accounts receivable and payable.
- Monitored and account for the Company's internal expenses.
- Responsible for Social Insurance Benefits for employees.

## **HONOR & AWARD**

2022 - 2023

Top 10 Employees of the year

## **CERTIFICATION**

2019

IELTS 8.0