


# CANDIDATE RESUME

**Position: Chief Accountant**

## Personal Information

Full Name	NGUYEN THI MAY		
Date of Birth	20 June 1982	Marital Status	Married
Gender	Female	Nationality	Vietnamese
Location: Co Bi commune, Gia Lam Distric, Ha Noi City Email: <a href="mailto:nguyenmay82@gmail.com">nguyenmay82@gmail.com</a> Cellphone: 0988.962.681			

## Professional Experiences

Working Duration	Job Title, Company Name & Duties.
2017~ Now	<p><b>Chief Accountant- Accounting Manager</b> <b>Vienam Fullwei Industrial Co.,Ltd- Taiwan Company</b> <i>Scale: 250 staffs</i></p> <ul style="list-style-type: none"><li>+ Receive books and records, documentary evidence from the company, update and check accuracy, rationality to collect for establishing records, include relevant report: Entry the import and export bills, Payment bills, financial reports, monthly tax report and CIT, FCT, PIT report, Tax refund, personal income payments, corporate income payments, Yearly Payments. eBHXH, Salary,...Cost run, Cost analyst and report Daily, monthly about Costing.</li><li>+ Consult and complete record in accordance with current accounting standards fully, reasonably and accurately in the business fields of the company.</li><li>- Advise and recommaned the maesures, proposals to build business models, manage documents, profiles, contracts and relevant documentary evidences of the department (accounting, production, Sales, import and export, Technical, HR Department,...) in accordance to the process management system standard ISO 9001 and 14001.</li><li>+ Organize, manage and run the operations of the Accounting and Finance Section - Building, organizing and standardizing the financial and accounting system, including the development of procedures, regulations and regulations related to accounting and finance.</li><li>+ Management and operation of Financial Department. Train and instruct proficient personnel on the job. Be accountable to the board of directors for the operation of the accounting department.</li><li>+ Ensure the lawfulness, timeliness and accuracy of the accounting work, accounting bookkeeping, calculation of production costs, wage levels, tax calculation, Debt to investors, customers, banks as well as other business partners.</li><li>+ Develop procedures to control operating expenses, investment costs for procurement of fixed assets, capital construction investment costs to ensure tightness and efficiency.</li><li>+ Examining and inspecting accounting vouchers related to activities of revenue and expenditure, inventory of assets of the Company in accordance with current regulations.</li><li>+ To control monthly tax declaration dossiers, financial statements according to regulations,</li></ul>

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	<p>annual tax finalization dossiers and annual financial statements according to current regulations and send them to functional agencies.</p> <ul style="list-style-type: none"> <li>+ To directly report to the Board of Directors on the financial and accounting situation, the implementation of financial plans in the month, quarter and year.</li> <li>+ Prepare management reports weekly, monthly, quarterly in time for management to serve effective management decisions.</li> </ul> <p><b>* Financial issues, capital and budget of the company:</b></p> <ul style="list-style-type: none"> <li>+ Analyze the finances of the Company's business activities, analyze the consumption of goods and inventory flows, analyze the actual revenue and the plan to give financial advice to the board.</li> <li>+ Find, reserve, balance and regulate monetary funds as well as reasonable coordination of cash flow of the Company. Budget planning and use of capital management</li> <li>+ Follow up the implementation of business activities to plan to recover and regulate the capital for the company</li> <li>+ Develop and propose investment plans, allocate, use and reuse capital <b>of the Company.</b></li> <li>+ Assist other departments to deal with accounting-related matters with customers, suppliers and related units.</li> <li>+ Internal Audit,...</li> <li>+ Other requests and reports of BOD,...</li> </ul>
2010~2017	<p><b>Chief Accountant, Accounting Manager and Costing Manager</b>  <b>ITM Semiconductor Viet nam- Korea company</b>  <i>Scale: 1200 staffs</i></p> <p><b>Same as job at Vietnam Fullwei Industrial Co.,Ltd</b></p> <ul style="list-style-type: none"> <li>+ <b>Set up ERP system</b></li> <li>+ <b>Set up Process system</b></li> <li>+ <b>Set up The financial report as follow as daily for each product</b></li> </ul> <ul style="list-style-type: none"> <li>- Receive books and records, documentary evidence from the company, Review and approve payment vouchers &amp; journal entries , Be responsible for day to day finance and accounts operations, control AR, AP, GL , update and check accuracy, rationality to collect for establishing records, include relevant report: Entry the import and export bills, Payment bills, financial reports, monthly tax report and CIT, PIT , FCT report,....,personal income payments, corporate income payments, Yearly Payments.</li> <li>- Consult and complete record in accordance with current accounting standards fully, reasonably and accurately in the business fields of the company, Handle full spectrum of financial and accounting role, setup effective accounting system.</li> <li>- Advise and recommended the measures, proposals to build business models, manage documents, profiles, contracts and relevant documentary evidences of the department (accounting, production, Sales, import and export, Technical, HR Department,...) in accordance to the process management system standard ISO 9001 and 14001.</li> <li>- Work with internal/external Audit, Perform full set of accounts and ensure timely closing of accounts, Perform project cost forecasts/budgets, cost tracking, monitoring and controls, Responsible for timely monthly financial statements, payments, cash-flow management reporting and other management report for submission to BOD (Board of Directors), Perform cash flow forecasting, budgeting and working closely with the operations and project teams in analyze data</li> <li>- Consultant for BOD all financial issues</li> <li>- Other requests and reports of BOD,...</li> </ul>
2003 - 2009	<p><b>General Accountant, Assistant to Chief Accountant</b>  <b>Chiyoda Integre Vietnam Co., Ltd- Japanese Company</b>  <i>Scale: 1300 staffs</i></p> <p><b>Cash and Bank:</b></p> <ul style="list-style-type: none"> <li>- In charge of petty cash float, advance and reimbursement, and keeping of petty cash records.</li> <li>- Ensure up to date cashbook, monitor fund flow and short term time deposit.</li> </ul>

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- Reconcile cash and Bank accounts.
- Prepare monthly cash report.
- Prepare and finish all kind of other

## **Accounts Receivable:**

- Prepare receiving vouchers, bank in slip and bankbook. - Update customer's account.
- Attend to Sales Department enquiries on customer's outstanding balances and disputed invoices.
- Follow up on customer's collection.
- Other requests and reports.

## **Accounts Payable:**

- Prepare payment vouchers, cheques, telegraph transfer etc.
- Update supplier's account.
- Verifying, coding and filing of supplier's invoices.
- Follow up on supplier's payment.
- Other requests and reports.

## **Fixed Assets:**

- Prepare payment vouchers, cheques, telegraph transfer etc.
- Update Fixed assets list.
- Determine time frame for fixed assets.
- Depreciation for Fixed assets.
- Other requests and reports.

## **Inventory:**

- Control Import and Export warehouse.
- Control Inventory.
- Calculate COGS and analyse.
- Assist Production and Logistics Department in monthly stock taking when required.
- Other requests and reports.

## **Loan:**

- Control Loans and other lenders.
- Prepare Loans' report to The Bank.
- Other requests and reports.

## **Expenses:**

- Allocate expenses monthly.
- Accrue expenses.
- Update service expenses.
- Control expenses.
- Other requests and reports.

## **Foreign Exchange:**

- Record foreign exchange changes.
- Evaluate foreign exchange impact.
- Prepare quarterly foreign exchange report to update.
- Support other and Admin department to report...

## **General:**

- Checking & ensure accuracy figures of all transactions incurred in month:
- Examine the legality and accuracy of data and information on accounting document.
- Communicate with other departments to get the required information to prepare reports.
- Analyze and highlight the abnormal transactions and expenses.
- Supervises and finish all kind of report in time such as:
  - \* Closing accounting books monthly, quarterly, yearly.
  - \* General ledger, trial balances, reconciliation.
  - \* Declare all kinds of Taxes including VAT, CIT, PIT, FCT. Declare the list of

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	<p>dependents to tax office, Reconcile declaration &amp; correspondence tax accounts, Prepare documents to ask VAT tax refund, Prepare other documents related to tax office if required.</p> <ul style="list-style-type: none"><li>- Reconcile ending balance of all accounts on Balance sheets at month-end.</li><li>- Organize, manage and keep track of Employee in Accounting department.</li><li>- Manage payroll, Social &amp; Health insurance, unemployment insurances.</li><li>- Assist in inventory management.</li><li>- Maintaining accounting information systems to ensure the reliability of the system.</li><li>- Ensure proper filing and documentation.</li><li>- Other duties upon requests.</li></ul> <p>- Prepare and make the process, Provisions for quality and environmental management system: ISO 9001 and 14001, check RoHS, GGP and report ISO, RoHS, GGP</p>
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## Academic Background

Duration	Qualification & Name of Institution
2015	Academy of Finance - Degree/Level: Certificate - Major: Chief Accountant certificate
2010 - 2013	Hanoi University Business and Technology - Degree/Level: Bachelors - Major: Enterprise accounting

## Computer Skills

(Level: Basic, Good, Excellent)

Subject	Level
MS Office, Internet, Email	Good
Software Accounting: ERP, Misa, Fast	Good

## Language Skills

Language	Beginning	Pre Intermediate	Intermediate	Upper Intermediate	Advance	International Certificate
English		√				

## Salary

Current Salary	N/A	Expected Salary	Negotiable
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## VIECLAMBANK'S APPRAISAL

- Have 15 years working experience in Accounting, in which 9 year work as chief accountant position
- 6 years working for Japanese manufacturing company (From new set up period)
- English can use basically at work.

### Notice Time

Can start after agreement.