

TRUC PHUONG TRUONG THI

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Profile

Chief Accountant Certified, Accounting Master degree (University of Economics HCM City). A Bachelor of Art in Accounting – Auditing (UEH). Over 5 years experiences in accounting and auditing field. Strong experience on FS review, VAT refund...Joined auditing for large corporation FDI: Lotterial, Shinpoong Pharma, Poong In Vina.... Proven abilities and skill in communication, organization, multitasking and scheduling. Able to establish and maintain excellent relations with customers, vendors, agents. Professional and personable with positive attitude and a high level of enthusiasm and work in pressure. Work well with others or independently. Outgoing with partners and friends. Vietnam Certified Public Accountant (CPA) is taking process.

Working Experience

Expertis Consultant & Auditting Ltd., Co

9/2018-now (Auditor Assistant – Audit Team Leader)

- + Maintain audit team, make audit planning. Develop audit strategy and design audit programs
- + Effectively allocate audit workload, coach, motivate and supervise team members during fieldwork.
- + Perform risk assessments, assess risk of FS, build materiality level.
- + Discuss audit issues with client, Make auditing report. Due issues with audit partners and managers.
- + Update current law and standard on accounting and auditing.
- + Maintain excellent business relationships with clients from diverse backgrounds through consistent demonstration of professionalism, timely deliverables and good business ethics.
- + Help client prepare the statutory financial statements and financial statements in accordance with Vietnamese Accounting Standards.

Immanuel Auditing and Consulting Ltd., Co (Branch of HCM)

01/2014-12/2016: Auditor Assistant cum General Accountant (Accounting Service)

01/2017-07/2018: Auditor Assistant (Audit Team Leader) cum Chief Accountant (Accounting Service).

Auditing:

a. Audit Assistant

- + Fluent auditing on these sections: Inventory, COGS, Sale, Payroll and other simple parts as Cash, Expenses.
- + Update current law and standard on accounting and auditing.
- + Supporting team leader to make audit report to issues.

b. Audit Team Leader:

- + Maintain audit team, make audit planning. Develop audit strategy and design audit programs
- + Effectively allocate audit workload, coach, motivate and supervise team members during fieldwork.
- + Perform risk assessments, assess risk of FS, build materiality level.

- + Discuss audit issues with client, Make auditing report. Due issues with audit partners and managers.
- + Update current law and standard on accounting and auditing.
- + Maintain excellent business relationships with clients from diverse backgrounds through consistent demonstration of professionalism, timely deliverables and good business ethics.
- + Help client prepare the statutory financial statements and financial statements in accordance with Vietnamese Accounting Standards
- + Make audit report to issues.

Accounting:

- + Along with the role of the audit assistant, I also in charge of accounting clients (from 1 to 3 clients).
- + Input invoices to accounting software (Misa, Fast, ...) monthly.
- + Making payroll, calculating insurance deducted, depreciation cost, allocation monthly
- + Calculate Costing.
- + Review all transaction at the end of month to prepare the Financial Statement.
- + Monthly prepare report for BOM clients: AR, AP, inventory analysis, sale report, monthly compare budget and actual expense, expense report, analysis any significant increasing on PL...
- + Checking monthly all of closing entries include: cost of goods sold, transfer loss and profit entries...
- + Arrange and store accounting vouchers.
- + Especially working as **Chief Accountant** for Tex Vietnam One member Company Limited (bookkeeping client's Immanuel) for 2 years : check payment, calculate Costing, declare VAT, PIT, CIT, FCT, make FS, make expense report, review and support the work of 3 internal accountants staff at Tex Vietnam.

Tax:

- + Declaring VAT, PIT, FCT (WHT) every monthly, quarterly,
- + PIT finalization, CIT finalization,
- + Resolving Tax inspection, Tax refund - if arising.
- + Answer client requirement daily and remain the good relationship with client.
- + Updated new knowledge for clients.

Training courses:

1. Accounting master degree and Bachelor of Art in Accounting – Auditing: University of Economics HCM City.
2. Toeic courses (Level 600) in University of Education, and good at English communication.
3. CIT, PIT, VAT and chances were organized by Tax office.
4. CPA preparation course held by VACPA.

Qualifications/ Education

1. Chief Accountant Certified.
2. Tax agent practice Certificate
3. Accounting master degree (University of Economics Ho Chi Minh City)
4. Graduated University of Economics Ho Chi Minh City. The major on Accounting and auditing.
5. Language: Fluent in Vietnamese and good at English
6. Computer Skills: Fluent: Window 7, Ms Word, Ms Excel, Internet.
7. Accounting software used: Fast, Misa, Smartbook.

Achievement and Addition information

1. Heath: Excellent.
2. Hobbies and interests: Football, Swimming, Volunteer Social Work, Traveling.
3. Award Received: Encouraging prize for Excellent students in Chemistry 2009 (Provincial level); Encouraging prize in Solving Mathematics problem in Chemistry 2009 (Provincial level)