



NGUYEN THU THUY

Address: Area 2.7ha, The Residential Quarter of Thang Long Mechanical 4 and Construction JSC, Hai Boi Commune, Dong Anh District, Hanoi, Vietnam.

Phone/Zalo: +84-342626584 (Temporary not in Vietnam due to Covid-19, expect to be in Vietnam on Sep 2020).

Email/Skype: akithuy@gmail.com



OBJECTIVES

Currently looking for a new and challenging role as cost controller, cost management, business analyst, business planning, business controller, administrative assistant, executive management, finance/investment, project management, market research, one which will make best use of existing skills and experience while enabling further personal and professional development.

EDUCATION

NATIONAL CHENG KUNG UNIVERSITY

Master of Business Administration

HANOI UNIVERSITY OF BUSINESS AND TECHNOLOGY

Bachelor of Business Administration



Tainan, TAIWAN

Jun 2012

Hanoi, VIETNAM

Oct 2006

EXPERIENCES

09/2019-06/2020

NATIONAL CHENG KUNG UNIVERSITY

College of Management

Institute of International Management (IMBA)

Research and Teaching Assistant (RA and TA)

Tainan, TAIWAN

Research Assistant

- Conduct qualitative and quantitative analysis about the relationship between Management Information System (MIS) and Finance.
- Revise research papers for publication.
- Assist advisor in researching.

Teaching Assistant

- Create homework assignments/exams and mark the score for students.
- Support students by answering any question about courses' information.
- Be TA for courses: Corporate Finance; Research Method.

06/2019-08/2019

PANASONIC VIETNAM (PV)

PANASONIC INDUSTRIAL DEVICES VIETNAM (PIDVN)

Finance and Accounting Department

Accounting Supervisor

Hanoi, VIETNAM

- Be team lead and monitor job tasks of Costing sub-section.
- Check monthly company's expenses and calculate production cost.
- Compare and analyze the actual cost with plan/target.
- Analyze Marginal Profit, Profit/Loss: Actual vs Plan/Target.
- Make business analyst reports and prepare monthly cost accounting reports

for submission to top managers.

- Perform other tasks assigned by Finance and Accounting Manager.

04/2015-04/2019

CHINA STEEL AND NIPPON STEEL VIETNAM JSC (CSVJ)

Vungtau, VIETNAM

Former name: CHINA STEEL SUMIKIN VIETNAM JSC

Management Division

Finance and Accounting Department

Cost Management Section

Senior Administrator

- Check monthly company's expenses and calculate production cost; Classify costs accurately.
- Establish standard costs and update them as appropriate; Compare and analyze the actual cost with plan/target.
- Review JEs for anomalies and other inconsistencies; Assist in month-end accounting closing;
- Calculate and analyze the monthly influence of inventory, and inventory devaluation.
- Analyze Marginal Profit, Profit/Loss: Actual vs Plan/Target.
- Coordinate with related departments to estimate the products' cost (VC, FC, raw materials cost), forecast monthly P/L for management purpose, and for Sales Departments' references in setting up monthly sales price.
- Make business analyst reports and prepare monthly cost accounting reports for submission to top superiors.
- Provide top superiors the reports specify factors affecting prices and profitability of products.
- Assist superiors in preparing budget and business plan.
- Provide evidences/Answer questions for supporting Anti-dumping and Anti-Circumvention.
- Perform other tasks assigned by superiors.

09/2010-09/2014

NATIONAL CHENG KUNG UNIVERSITY (NCKU)

Tainan, TAIWAN

College of Management

Institute of International Management (IMBA)

Research, Teaching and Office Assistant (RA, TA and OA)

Research Assistant

- Conduct qualitative and quantitative analysis about the relationship between Management Information System (MIS) and Finance; How IT investment effects on Finance Performance.
- Take part in academic research projects of advisor.
- Be responsible for guiding master students who have the same interest research, such as helping them to come up with idea research, build up and develop framework research, guiding how to analyze data, revising master students' thesis.
- Assist advisor in researching.
- Coordinate with Service Science Society of Taiwan in introducing and developing Service Innovation in Schools of Business in Taiwan's project (IMBA-NCKU).
- Coordinate with Institute's administrative assistants to organize field trips (Giant Bicycles and Decathlon Taiwan, etc.,) for students.

Teaching Assistant

- Create homework assignments/exams and mark the score for students.
- Be responsible for managing moodle page (e-learning page) of all courses that to be TA, also support students by answering any question about courses' information.
- Be TA for courses: Statistical Methods; Managerial Economics; Financial Markets and Institution; Personal Finance; Seminar in Business Management; Service Management; Qualitative Research Methods; Organizational Theory and Management.

Office Assistant

- Assist Institute's faculties and office's staffs daily tasks.
- Perform other tasks assigned by OA leader.

02/2009-06/2010

HANOI TRADE CORPOATION (HAPRO)
HANOI IMPORT AND EXPORT JSC IN THE SOUTH OF VIETNAM (SIMEX)
Hanoi Branch
Finance and Accounting Department
Accountant

Hanoi, VIETNAM

- Manage and make sure accuracy and timeliness bookkeeping and accounting.
- Report to tax authorities about taxation.
- Assist and report to Chief Accountant about financial activities.
- Coordinate with Marketing Department as salesperson, support sales activities for promoting company's products; Manage orders from customers.
- Perform other tasks assigned by managers.

12/2006-01/2009

HANOI CONSTRUCTION CORPORATION (HANCORP)
MATERIAL TRADING AND CONSTRUCTION JSC (CMC)
Construction Enterprise No. 1
Accountant

Hanoi, VIETNAM

- Prepare taxation reports and VAT refunds.
- Handle accounting entries for daily transactions.
- Coordinate with Civil engineers in preparation of bids and construction finalization.
- Assist director in managing and recruiting, purchasing materials.
- Perform other tasks assigned by director.

SKILLS

Personal skills	Rate	Technical skills	Rate
• Verbal Communication	8	• Computer	8.5
• Teamwork	8	• MS Office (Excel, Word, PPT, Outlook)	9.5
• Leadership and Management	8	• Methodology/Analytics	9
• Enthusiasm and Drive	9	• Market research and Statistics	9
• Flexibility	8	• Data Analysis (SQL, SPSS, Amos)	8.5
• Interpersonal	8.5	• Problem-solving	8.5
		• Social media	9

REFERENCES

1. Mr. Shih-Che Su
Former General Manager at CSVC (Superior)

Kaohsiung, TAIWAN

CHINA STEEL CORPORATION (CSC)
Finance Division
Cost Department
Cost Accounting System Section
Manager
147975su@mail.csc.com.tw

2. Mr. Keitaro Kobayashi
Former Assistant General Manager at CSVC (Superior)

Tokai, JAPAN

NIPPON STEEL CORPORATION (NSC)
Nagoya Works
General Administration Division
Head of Financial Accounting & Tax Department
Senior Manager
kobayashi.f35.keitaro@jp.nipponsteel.com



3. Mrs. Nguyen Thi Kim Ngan (Superior)

Vungtau, VIETNAM

CHINA STEEL AND NIPPON STEEL VIETNAM JSC (CSVC)
Management Division
Finance and Accounting Department
Cost Management Section
Section Manager
kimngan@csvc.com.vn

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Taiwan, August 21, 2020

To whom it may concern/Human Resources Department - Vietnam Post,

My name is Nguyen Thu Thuy. I was born on May 26th 1984. I am writing to introduce myself and to express interest in the opening for Business Analyst that I saw posted on topcv.vn today.

As you can see in my resume that describes my education and working experience in detail, but briefly, I got bachelor's degree in accounting finance 8 years ago, and then I worked for two companies from December 2006 to June 2010. In the first company, I worked as accountant and assistant for my superior. I worked there for over 2.5 years. After that, I moved to another company. I worked as accountant and also supported for Marketing Department in launching new product campaign as a sale staff. I stopped working there on June 2010 in order to prepare my new life in new destination. It was Taiwan. I got master's degree in business administration in National Cheng Kung University, Taiwan in June 2012. I applied for PhD program later on. After 2 years of PhD program, I decided to withdraw program because of some personal reason. I came back Vietnam in the end of 2014. During 4 years in Taiwan, I worked as assistant for my institute's office and also my professors and took part in some project of my advisor. After coming back Vietnam, I worked as Senior Cost Management Administrator for one steel manufacturing company (a joint venture between the leading steel companies in the global steel industry of Taiwan and Japan, which are notably China Steel Corporation and Nippon Steel Corporation) from the beginning of April 2015 to the end of April 2019. From June 2019 to August 2019, I worked as Accounting Supervisor Panasonic Industrial Devices Vietnam. And afterwards, I have decided to take the gap year for the first time of my life by going back my university in Taiwan as research and teaching assistant. I have completed this journey by the end of this July. Through my studies and work experience, I have developed strong time management and working skills.

I have had in-depth knowledge about cost analysis. I am also able to use English fluently in working and communicating. I could do market and business research/analysis. I am closely familiar to running data analysis, SQL, MS Office. With almost 4-year experience as accountant, more than 4-year in cost and business analyst that I gained from more than 8-year working experience in Vietnam and 5-year researching experience in Taiwan, after reading the post on Facebook page today, I am really interested in this position and confident that I could do well this work.

Thank you for taking time to read my resume. I would welcome the opportunity to discuss my suitability for this interesting position in person. Please let me know if I can provide you with any further information or need to complete an application form. Currently, due to Covid 19 pandemic, I could not take the initiative to fly back Vietnam. I am waiting for the humanitarian flight of government and expecting to go back Vietnam end of September. Therefore, please kindly contact me on +84342626584 (Zalo) or Email/Skype akithuy@gmail.com should you have any further queries or to arrange an (online) interview.

Yours faithfully,

Nguyen Thu Thuy.

