**Cao Minh NGUYEN**

**CPA(ASA) | Data Enthusiast | Life-long Learner**

**Mobile: 0470 152 473 | Email: caominh1701@gmail.com | Location: Hobart, Tasmania (will reallocate)**

**LinkedIn:** [**linkedin.com/in/cm-n**](https://www.linkedin.com/in/cm-n/) **| Website:** [**caominh-nguyen.github.io/website/**](https://caominh-nguyen.github.io/website/)

**PROFESSIONAL SUMMARY**

Experienced, dedicated Accountant with three years of proven success in the Higher Education sector. Skilled in financial management and data analysis, ensuring timely and accurate financial and strategic advice for clients, while looking for improvements in the operating processes.

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| **SYSTEMS** | **SKILLS** | **COMPETENCIES** |
| * TechnologyOne Financials * Excel * Power BI | * Budgeting & Forecasting * Data analysis (SQL Basics) * Financial management | * Communication * Teamwork * Time management |

**WORK EXPERIENCE**

**Accountant,** College of Business and Economics, University of Tasmania, Hobart (*June 2022 – Present)*

The College's mission is to lead research and learning in business and economics to benefit local, regional, and global communities. I work with the College to manage and achieve the annual budget, with a special focus on student fee revenue.

* Responsible for producing monthly actual vs budget and reporting variances to the Dean, Heads of School, and Business Managers.
* Collaborate with the College to design, develop and implement the annual budget process.
* Perform costing calculations to support tender bids and new strategic initiatives.
* Ensure the research portfolio stays within budget and best utilised (annual income of $1,500,000).

**Accountant,** College of Science and Engineering, University of Tasmania, Hobart (*March 2020 – June 2022)*

The College is at the forefront of the University's world-class research, constantly exploring solutions to current and future problems. I helped researchers to achieve their projects’ budget.

* Led the management of budget and forecast for more than 300 research projects, contracted values were between $2,500 and $2,500,000.
* Delivered the financial accounting function and reporting activities for research projects.
* Advised project owners on historical expenditures, spending plan, balance, and salary commitments.
* Actively participated in business improvement initiatives (Dashboard projects).

**EDUCATION & QUALIFICATIONS**

**CPA Program,** CPA Australia (*November 2022)*

Gained an extensive accounting skillset to solve dynamic issues facing organisations every day.

**Excel certificates,** Macquarie University via Coursera (*June 2020)*

Mastered Excel formulas and functions, including Power Query and Power Pivot.

**Master of Business Administration (International),** University of Tasmania (*December 2019)*

Developed a deep understanding of management theories and practices in an international context.

**Bachelor of Commerce (Accounting & Finance),** University of Melbourne (*December 2017)*

Equipped the core skills and knowledge to understand and solve key business challenges.

**REFERENCES**

References available upon request.