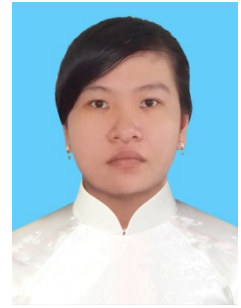


CURRICULUM VITAE

PERSONAL INFORMATION

Full name : **Tran Thi Yen Duyen**
Date of birth : 01/03/1985
Gender : Female
Phone : [REDACTED]
Email : [REDACTED]
Address : 43/49 Da Nam, Ward 2, District 8, HCM City



More than 10 years in ERP application support with deep knowledge about ERP Oracle EBS: SCM, FIN, OPM, CST...; In addition, have strong knowledge about Accounting and IT. Be able to adapt to new system with ease.

SKILLS

- Fluently with Oracle EBS R12 and experience with SCM, FIN, OPM, ledger report...
- Can handle workload properly under high pressure
- Usually planning, suggest solution and strategy to solve challenge problems
- Can manage to finish assignment together with team as well as alone with ease.

WORKING EXPERIENCE

- ❖ From 02/2022 to present: Oracle ERP Consultant in Hoa Sen Group (HSG):
 - Support departments and branches for Oracle SCM, OPM, FIN, CST
 - Setup Oracle system and write users' guide when company has new process
 - Fixed error system in ERP of company.
 - Update or Write new reports when user required
- ❖ From 01/6/2018 to 06/2021: Accountant Employee in Accounting – Finance Department in Saigon Pharmaceutical Company Limited (Sapharco):
 - Manage of inventory and cost analysis (ODM)

- Manage inspection of warehouse management, inventory management.
 - Control accounting records in Oracle software: revenue, turnover, expenses, capital expenditure, depreciation, amortization, debts and other operations
 - Creating account and closed AR, AP, GL monthly period
 - Check between the end balance account and GL
 - All analysis reports when being requested by the Board of Directors.
 - Prepare Receivable reports and Payable reports. Reported to: Chief accountant and General Director
 - Analysis profit and lost of company, management expense
- ❖ From 04/2013 to 31/5/2018: Software administrator ERP Oracle in Saigon Pharmaceutical Company Limited (Sapharco):
- Support departments and branches for Oracle purchasing, order management, inventory, financials.
 - Manage code: customer, supplier, items, tax apply
 - Manage of COA: create, edit, decentralized on the account system, output in financing reports.
 - Creating account and closed AR, AP monthly period, fixed error system
 - Setup Oracle system and write users' guide when company has new process.
 - Training and support users for of purchase Order, sale order, warehouse, receivable account, Payable account for user in Oracle software in all locations, troubleshoot by tracking data flow through company systems.
- ❖ From 12/2008 to 04/2013: Support User Employee in Saigon Pharmaceutical Company Limited (Sapharco):
- Manage, setup, backup/restore, troubleshoot issue for network, hardware, software
 - Manage organization accounts, user priviledges, email system

ACHIEVEMENTS

- Certificate of Merit of the Board of Directors in three years: 2015, 2016 and 2017
- Emulation soldiers in 2011

EDUCATION

- Chief Accountant Certificate - Economics University - HCMC (2019)
- English: Toefl 497 - Ho Chi Minh City Open University (2013)
- Master in finance and banking – Ho Chi Minh City Open University (2011 –2013)
- Information technology engineer – Can Tho University (2004 – 2008)