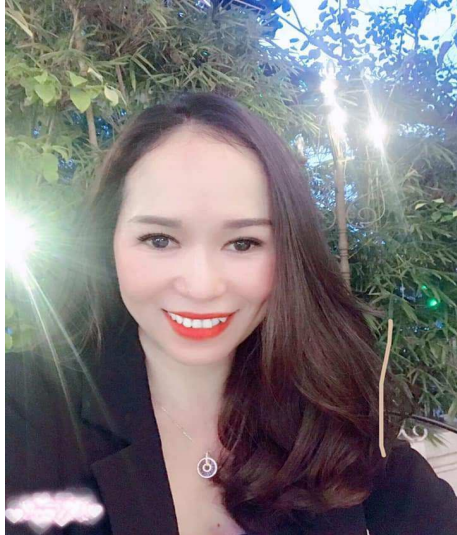


CURRICULUM VITAE

TRUONG THI HONG CHAU

K33/26 Chau Van Liem street – Hai Chau District – DNC

Mobile : +84-919 524 883



Date of Birth	:	24 Aug 1983
Place of birth	:	Danang City
Home address	:	K33/26
Chau Van Liem street - Hai Chau		
District - DNC		
Mobile phone number	:	+84-919-524883
Marriage status	:	Married
Sex	:	Female
Health	:	Excellent
Email address	:	

Objective

- Developing my skills in a professional manner and contribute my value to the company in the most efficient way.
- Being motivated for a promising career path in the company.
- Working in high and supporting team spirit
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EDUCATION

2002-2005 – Graduated from Da Nang Food and food stuff College (Speciality Accounting)

2006-2008 – BA In Economic (Speciality Accounting)
Ha Noi Open university

2005 - Certificate English level C

2008 - Certificate in ERP 's training course: Oracle Payable, Oracle General Ledger, Oracle Fix Assets (End user)

2014 - Certificate English Language Training – Level: Pre-Intermediate

2017 - Certificate Chief Accountant

WORKING EXPERIENCE:

Period

Company

Oct 2005 – Jun.2007 Thai Long Co., Ltd

Position: General Accountant

+ Accounting:

- Manage bank and cash
- Update and checking all transactions in system daily
- Record cash & bank transaction on time & reconciliation cash & bank daily basis
- Record AR,AP into [REDACTED] VAT Invoice
- Checking payment invoice and controlling payment status to Suppliers and staffs
- Settle payment for Supplier & staffs ontime
- Keep stock records daily and do periodic stock count or suddenly if any
- Record & management fix assets, tools & equipment. Calculate depreciation & allocate expenses for fix assets, equipment, prepaid expenses, payroll
- Checking & ensure accuracy figures of all transactions incurred in month
- Reconcile ending balance of all accounts on Balance sheets at month-end
- Making monthly, quarterly & yearly tax reports such as VAT,TB,BS,P&L
- Other duties upon the request of Chief Accountant

+ Others Admin tasks

- Keep and draft documents
- Arrange meetings, book air ticket, hotel....
- Other works according to Director's require

Jul 2007 –Nov.2009:

CDMA Mobile phone Center

STelecom (Sfone)-Da Nang branch

Position: AP Accountant

- Checking payment invoice and controlling payment status to Suppliers and staffs.
- Record AP into system. Account payables control and prepare supporting document for payment and submit to Head Office for payment on time
- Completing weekly and monthly reports (Ending balance of accounts,Statement of outstanding payable with suppliers report, payable with staffs reports, advance report, prepare reports, payment plan) to meet a deadline and exactly.

- Providing information and documents to audit and HO Accounting Dept. when requirement.
- Deal with suppliers and staffs about payment status.
- Accrue expenses.
- To explain and guide finance & accounting procedures for customers and employees related.
- AP confirmation yearly
- Other tasks according to Accounting Manager.

Dec.2009- Jun.2011: CDMA Mobile phone Center STelecom (Sfone)-Da Nang branch

Position: AP Section chief

- Monitor and manage all payment documents, payment procedure, payment status for all expenses payable in Danang branch
- Record and payment salary
- Record & management fix assets, tools & equipment
- Calculate depreciation & allocate expenses for fix assets, equipment, prepaid expenses, payroll
- Checking & ensure accuracy figures of all transactions incurred in month
- Prepare Petty cash summary report.
- Control and analysis cost
- Provide information to Accounting manager, Branch Director, Head Office Accounting Department and audit to meet a deadline, exactly.
- Explain and guide staffs the knowledge related to section in charge.
- Other reports according to Accounting manager and Branch Director requirements.

Jul.2011- Oct.2016: Vinacapital Danang Resort, Ltd

Position: AP, General Cashier, Accountant of Trade Union

AP Accountant:

- Checking payment invoice and controlling payment status to Suppliers and staffs.
- Checking and posting expenses and invoices on time and exactly.
- Completing weekly and monthly reports (Ending balance of accounts, Statement of outstanding payable with suppliers report, payable with staffs reports, advance report, prepare reports, payment plan) to meet a deadline and exactly.
- Providing information and documents to audit and HO Accounting Dept. when requirement.
- Deal with suppliers and staffs about payment status.
- Accrue expenses, control and cost analysis
- To explain and guide finance & accounting procedures for customers and employees related.
- Other tasks according to Accounting manager.

General Cashier:

- Receive sales cash daily from cashier
- Update and checking all transactions in system
- Record cash & bank transaction on time & reconciliation cash & bank daily basis
- Inventory reconciliation perform monthly fund with general accounting.
- To compare with the daily fund accounting.
- Save documents as legally
- Preparing Accounting of Cash daily

Accountant of Trade Union

- Receivable and payable benefits to Union member
- Prepare Union report to Labor Federation

Jan.2012 – Nov.16

Position: AP,AR on Owner, Accountant of Trade Union

AP Accountant:

Checking payment invoice and controlling payment status to Suppliers and staffs.

- Checking and posting expenses and invoices on time and exactly.
- Completing weekly and monthly reports (Ending balance of Account,Statement of outstanding payable with suppliers report, payable with staffs reports, advance report, prepare reports, payment plan) to meet a deadline and exactly.
- Providing information and documents to audit and HO Accounting Dept. when requirement.
- Deal with suppliers and staffs about payment status.
- Accrue expenses, control and cost analysis
- To explain and guide finance & accounting procedures for customers and employees related.
- Other tasks according to Accounting manager.

AR on Owner

- Get information, answer owner' questions, and provide information villas's services to Owner.
- Update handovered villas,update up and down of villas joined RP program for buying property Insurance
- Calculating, sending Payment Notice of Management & Maintenance fees, Electricity and water fee to Owners
- Chase up money
- Explain & verify about Management & Maintenance fees , Electricity and water fee to Owners if require
- Monitoring customer debts, outstanding.

Nov.2016 –31 Dec 2017 Present: AL Naboodah International (DN) Co,Ltd-Harley Davidson of Danang

Position: General Accountant:

+ Cash & bank:

- Check and control the collection of money from sales
- Manage and reconciliation Petty cash, Sales Cash, Bank cash
- Update and checking all transaction in system
- Process all paperwork and maintains organization of all logs and files
- Receive payment for products and services rendered. Authorizes all credit card and check payments. Returns receipt and change to customer

+ AR :

- Check and reconcile the daily sales revenue of the departments.
- Booking accounting data into System
- Issue VAT Invoice
- Printing VAT receipts and issue VAT receipts when customer requirement
- Prepare report and reconcile Sales report daily, weekly and Monthly
- Files all accounting documents (contracts, receipt, VAT Invoice...)
- Monthly closing and preparation of monthly financial statement
- Administer accounts receivable
- Account/bank reconciliation

+ AP:

- Checking and prepare supporting document as regular for payment and submit to HO for payment exactly and on time
- Payment for staffs and vendor on time
- Booking accounting data into System
- Completing weekly and monthly reports (Ending balance of accounts, Statement of outstanding payable with suppliers report, payable with staffs reports, advance report, prepare reports, payment plan) to meet a deadline and exactly.
- Providing information and documents to audit and HO Accounting Dept. when requirement.
- Deal with suppliers and staffs about payment status.
- Accrue expenses.
- To explain and guide finance & accounting procedures for customers and employees related.

- AP confirmation yearly
- AP reconcile
- Files all accounting documents (contracts, receipt, VAT Invoice...)

+ GL:

- Check and reconcile stock balance
- Reconcile AR-AP
- Record and management FA, Tools equipment
- Calculate and allocate expense for FA & equipment
- Inventory merchandise, FA, Tools
- Checking and ensure accuracy figures of all transactions
- Preparing accounting data and working with Tax Audit, internal and external audit quarterly and yearly
- Making monthly, quarterly & yearly tax reports such as VAT,TB,BS,P&L
- Reconcile all account,Tax payable with local Tax
- Ensure all related Accounting document checked
- Other duties upon the request of Finance Manager

Jan.2018 –Present: AL Naboodah International (DN) Co,Ltd-Harley Davidson of Danang

Position: Chief Accountant cum General Accountant:

- Organize the management and administration of the Accounting Department, perform tasks related to the professional field, authority, functions, tasks and responsibilities of the Accounting Department.
- Check and reconcile stock balance
- Reconcile AR-AP
- Record and management FA, Tools equipment
- Calculate and allocate expense for FA & equipment
- Inventory merchandise, FA, Tools
- Checking and ensure accuracy figures of all transactions
- Preparing accounting data and working with Tax Audit, internal and external audit quarterly and yearly
- Making monthly, quarterly & yearly tax reports such as VAT,TB,BS,P&L
- Reconcile all account,Tax payable with local Tax
- Ensure all related Accounting document checked

- Provide guidance and support to the management and operations of the company to ensure the accounting activities are undertaken in accordance with Vietnamese laws and regulations and meet the requirements of all the stakeholder
- Ensure timely management reports are prepared in accordance with agreed accounting policies and procedures with full disclosure of all significant transactions and provided to the shareholder/owner in accordance with agreed timetables
- Ensure and support accounting staff in maintaining files and documentation thoroughly and accurately, in accordance with the filing policies
- Other duties upon the request of Finance Manager

STRENGTH & WEAKNESS :

Openness, honest, careful, sharing, responsible, get along well with others, hard working, quick mind, initiative.

HOBBIES AND INTERESTS:

Sports: badminton

Literature: fiction, romance

Listening to music

Watching films