

**TRAN NGOC ANH THU**

Address: 86 – 88 Tran Quang Khai, District 1, Ho Chi Minh City

Telephone: +84 938812321

Email: [athutngoc@gmail.com](mailto:athutngoc@gmail.com)

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## CURRICULUM VITAE

### PERSONAL DATA

Name: **TRAN NGOC ANH THU**

Date of Birth: 07 July 1979 Marital Status: Married

Address: 86 – 88 Tran Quang Khai Street, Tan Dinh Ward, District 1, HCMC, Viet Nam

ID. Number: 023161442 dated December 29<sup>th</sup>, 2008 at Ho Chi Minh City

### EXPERIENCE

**September 2014 – now: ACCOUNTING MANAGER**  
**REMOTE RESOURCES VIETNAM**

**Duties:** Manage & take full responsibilities for full scope activities of both Financial & Management accounting, including:

- SAP Management control of projects, SAP monthly close for Head of Management controlling;
- Manage monthly, quarterly and annual reports packages: management reports and statutory reports;
- Manage financial for Tax compliance in terms for reporting & auditing...
- Handle tax inspections both internal & external and other tax office enquiries. Manage to deal and do business operation tax matters.
- Financial analysis, cash flow, planning budget & forecast report, give details and information for preparing annual budget and/or any other ad-hoc reports;
- Deal with internal & external audit;
- Deal with all bank issues;
- Validate payments to suppliers, payroll and others;
- Approve bookkeeping entries and VAT invoices;
- Tax returns and contracts verification;
- Mapping internal accounts to statutory book, ensure the compliance to VAS / formal tax legislation;
- Some tasks from Finance Corporate group: Analyze the overhead costs from entity in Vietnam;

All HR issues: Labor contract compulsory insurances, compensation & benefits, PIT, recruitment, manpower planning & rewards...

Support all administrative and organizational tasks. This includes a range of different activities like travel arrangements, organization of meetings, and office support functions;

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**December 2009 – August 2014:**

**BAKER HUGHES VIETNAM LTD.  
COUNTRY ACCOUNTING LEAD**

**Duties:** Manages accounting functions and direct supervise accounting staffs;

Formulates and administers approved accounting practices throughout the organization to ensure that financial and operating reports accurately reflect the condition of the business and provide reliable information necessary to control operations;

Lead financial closing & group reporting packages review / submission;

FP&A: Budget submission, management reporting review, monthly forecast & variance analysis;

Accountable for tax initial review, statutory compliance review & statutory audit;

Accounting entries & payment approval (as per approval matrix);

Consulting to operational departments on cross-functional issues, i.e.:

- Logistic (custom handling, legal required by government bodies, im-ex procedures review);
- Operation (SLOB, tools identification practices, legal required by government bodies & JV party);
- Commercial (payment term, incoterm, tax implication, possible commitments vs clients requirements);
- HR (individual income tax implication & best practice on manpower);

SAP Super User, Hyperion Key User and handles special projects, as assigned (JV Implementation, SAP to Statutory, Tax & Audit handling ...);

**October 2008 – August 2010:**

**TETRA PAK VIETNAM  
SENIOR ACCOUNTANT – BUSINESS CONTROLLER**

**Duties:** SAP implementation team member, BW and FICO super user in relation to any other processes;

Process and analyze product costing & cost accounting;

Performing reconciliation of balance sheet accounts and preparation of eliminating entries;

Review, check and put commentaries on Profit and Loss and Balance Sheet;

Capturing budgeting costs on cost object level, basis of management reports;

Consolidations, eliminations, maintenance and preparation of unit and company consolidated financial statements in accordance with management reporting requirements;

Provide estimation and co-ordinate in setting up sales target and cost budget ...

**January 2005 – September 2008: VINAMILK**

**SALE OPERATIONS MANAGER**

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**Duties:** Drive standardization and consistency in all operational activities by delivering compliant processes with Company Regulations, Policies & Procedures;

Lead, coach, motivate and manage Sales Operations Team to achieve the targeted performance metrics & scorecard items as per Annual Operations Plan, and conduct regular business reviews with all team leads, ensuring each has a corresponding business plan for delivery;

Budget submission & monitor the implementation of cost tracking and budgeting of sales team;

Supervising the general analysis of the information from the market, the retail sales staffs aim to make development of solutions to support business objectives for region;

Deliver any kind of business support for the sales teams including reporting, assistance, analyses, incentive calculations, promotion tracking... by ensuring the right level of resource is allocated to each individual sales team and continuously seeking efficiency and consistency in the activities;

Proactively contribute to the development and execution of the business strategy and plan;

Monitoring the synthesis of information on consumption of products aims to provide solutions to support sales in each region, and the distributors, to help remedy decline or fail to plan;

Oversee all aspects of customer relationship management and sales support including order to cash processes; sales and customer facing systems and continuous improvement programs by managing the interfaces with other functions;

**August 2001 – December 2004: VIET NANG CO., LTD.**

**CHIEF ACCOUNTANT**

**Duties:** Rearranged invoices and amended accounting books, CIT & VAT finalizations;

Prepare VAT declaration and financial statements as well as VAT refunds;

Manage outstanding payable and receivable; Reconcile accounting & purchasing / sales / stock data;

Administration: payroll, social and medical insurance, labor contracts ...

**EDUCATION**

**1997 – 2001:** Economic University of HCMC, Faculty of Financial – BA

**2007 - 2010:** “**Master of International Accounting**” program of Swinburne University of Technology (Australia)

- Degree:**
- Certificate of “Chief Accountant” and Certificate of “Financial Analysis”;
  - Certificate of “Internal Audit and Internal Control System” issued by VCCI.

**Skill:** Proficiency in MS Office application (Word, Excel, Power Point, Outlook ...);

**Strength:** Business mindset; Multi tasks handling & priority labelling;  
Result orientation; Problem solving mind;