

DINH VINH PHUC

DOB: 09/05/1997

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WORK EXPERIENCE

Citibank, N.A. Vietnam

Sept 2020 – Present

Insurance Product Specialist - Vinh Ngo (Product Manager)

Ho Chi Minh

- Support to manage day-to-day core insurance products focusing on digital area such as product development, client experience, client communication strategies, training, and sales process.
- Driving compliance with applicable laws, rules and regulations, adhering to Policy, managing and reporting control issues with transparency
- Work with Operations and Technology with regards to process design and vendor procurement as well as communicate business plans on marketplace approach.
- Participate in budgeting and planning for strategic priorities and initiatives.

Seamless SMSF

Feb 2019 – Jun 2020

General Accountant - Mike McHenry (Specialist Auditor)

Ho Chi Minh

- Managing regulatory lodgment deadlines and workflow.
- Preparing Financial Statements and Income Tax Return for major accounting firms under variety of accounting software such as Class Super, Simple Fund, Supermate, Xero, etc
- Setting up data feeds from major Australian banks and investment portfolio providers such as Commonwealth, Westpac, ANZ, Citibank, etc
- Bookkeeping and performing software conversions for new clients.
- Providing assistance to manager for IT issues.

EDUCATION

RMIT University, Melbourne

Graduation December 2018

Bachelor of Business Major: Economics and Finance Minor: Accounting for Managers Melbourne VIC Australia

Australian International School Vietnam

Graduation June 2015

International Baccalaureate Program

IB Score: 33/45

Ho Chi Minh

ACHIEVEMENTS

- Top 5 U16 Football Team in Australian International Schools Association league (2013).
- Top 8 in the Tennis tournament of Phu Dong Health Festival 2014-2015.
- The runner up for Vietnam Samsung Championship 2015 in CS-GO e-sports.
- Seamless SMSF Championship table tennis double winner for two consecutive seasons in 2019.
- Experienced management of \$200,000 crypto-currency portfolio
- Being a part of outstanding team that have been awarded “SMSF Adviser Editor’s Choice Awards 2019” – Customer service in VICTORIA.

SKILLS & INTERESTS

- **Skills:** Strategic planning; analytical thinking; market research; problem-solving and decision-making skill, etc
- **Interests:** Crypto-currency, accounting, cooperate finance, soccer, tennis, etc