



NGUYEN HOANG ANH

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OBJECTIVE

In short term, I would like to work as accountant in a company with dynamic working environment and promotion opportunities. Strive to become a senior accountant within the next 5 years.



EDUCATION

Accounting | Academy of Finance

08/2012 – 08/2016

GPA: 3.1/4

Economic masters | Academy of Finance

05/2017 – 12/2019



EXPERIENCE

Administration staff | Kuehne + Nagel Co., Ltd

09/2018 – PRESENT

- Follow up, do office work
- Receive telephone, fax, managing post service
Booking hotel, air tickets and necessary logistic arrangements for visits, meetings and workshops
- managing document filing, contract of providing goods and services
- Manage and equip stationery, office equipment.
- Participate in organizing company events (team building, company trip, year-end party ...)
- Do other office-related jobs as requested by superiors

Accountant | Kuehne + Nagel Co., Ltd

05/2016 – 09/2018

- Receiving incoming invoices, checking and recording into the system
- Track each customer 's debt and expedite payment
- Report to superiors on debt situation to make plan for repayment
- Payment plan according to contract with each customer.

Trainee accountant | Traphaco JSC

12/2015 – 3/2016

- Accounting trainee receives requests from accountants, chief of finance and accounting to prepare and audit accounts.
- Support to review costs, payroll records, ... according to assignment.
- Processing accounting records.
- Handling phone queries.
- Support other accounting projects and jobs.



SKILLS

- Proficient in office
- time management well
- Careful, hardworking, responsible at work
- To work under pressure
- teamwork skill
- Fast, honest, responsible, proactive working style, good communication



ACTIVITIES

Ha Noi Association of Young Blood Donor

Join the club from 2013 to 2015. In 2014 held the position of Head of Literature Department.

Together with the club, organize blood donation programs for the whole school, throughout Hanoi. Contact and participate in organizing some school activities with other clubs.

Young volunteer club

Collaborators. Join the Warm Winter Program, donate clothes and towels to the children in the social protection center.