

TRAN THI MY DUYEN

SALE ADMIN

CONTACT INFORMATION



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28/09/1998



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http://fb.com/myyduyennn

SKILLS

- Computer Skill: Microsoft Word, Excel, Power Point and Outlook.
- Basic English communication
- Proficient in using Misa/Bravo accounting software.
- Friendly, detail oriented, able to work independently under high.
- Hard working & good teamwork, fastlearner.
- Communication skill, negotiation and presentation skills, time managementskills.

CAREER GOALS

With 4 years of experience in Corporate Accounting field, I believe that I will well completed the assigned tasks. I always wish to apply my professional knowledge and actual working experience to contribute to the company development.

EDUCATION



COFER – College of Foreign Economic Relation 08/2016 - 08/2019

Major: Corporate Accounting

Classification: Average

WORKING EXPERIENCE



TTG ENGINEERING COMPANY LIMITED | 07/2019 - 01/2020

Position: Accountant

- Entering Sales and Purchase Invoices and related documents.
- Issuing VAT invoices.
- Making receipts, pay slips, payment order.
- Checking documents and accounting for arising transactions on the software.
- Inventory tracking.



24h store | 01/2020 - 08/2020

Position: Cashier

- Updating transactions with customers into the software.

- Performing revenue and expenditure transactions at the store.
- Cotrolling sales quantity, unit price and sales invoice value.



ANH VIET MECHANICAL AND ALUMINUM GLASS JOINT STOCK COMPANY

| 09/2020 - 08/2022

Position: Accounts payable and material accountant

- Accounts Payable
- Making pay slip, payment order.
- Monitoring and comparing debts with suppliers .
- Prepare supplier payment plan and send to Chief Accountant and Balance CFO.
- Following and storing purchase contracts, principal contracts.
- Checking documents and accounting arising documents on the software.
 - · Material Accounting
- Checking documents of import and export vouchers.
- Allocating tools, registration of fixed assets.



Selling online home | 10/2022 - 04/2023 Selling online



OHTORI ELECTRONICS VIETNAM CO., LTD | 06/2023 - 01/2024

Position: Sale Admin

- Receive orders from customers then place orders with Suppliers
- Track the arrival of goods and arrange delivery
- Prepare relevant documents for import and export of goods
- Draft sales contracts for each delivery
- Receive other tasks from the department head



VISION EDUCATION JOINT STOCK COMPANY | 02/2024 - 04/2025

Position: School Accounting

- Collect tuition fees, record revenue on software
- Make a budget for next month
- Propose and issue uniforms
- Track assets, tools and equipment