



JASMINE HOANG-BELASCO

Jasmine.hb1996@gmail.com

EDUCATION

Sept 2014 - June 2018

Bachelor of Art in Business Administration (Economics and Management) at Trade Union University, Hanoi, Vietnam

EXPERIENCE

September 2018 to Present

Office Assistant and Accounting at Brand Armor Consulting

- Manage various tasks, including, invoicing, accounts payable, general accounting, travel accommodations

June 2017 to May 2018

Sales Representative at Saxo Bank Hanoi, Vietnam

- Foreign Exchange (FX) transactions for regular clients.
- Consult and convey a trial promotion with the clients
- Brief and update Forex information for clients

March 2016 to March 2017

Accountant at Hai Ha Bakery, Hanoi, Vietnam

- Monitored accounts receivable and performed resolutions to ensure accuracy
- Examined and ensured payables are made in a timely manner
- Reviewed invoices for accuracy and payment approvals
- Performed a weekly reconciliation of invoices vs. the payable G/L account

SKILLS

- Proficient in Microsoft Office applications (Power Point, Excel, and Word)
- Proactive and self-driven problem solver
- A team player
- University executive Board member in charge of organizing and planning university events

LANGUAGES

English and Vietnamese