

Thuy Duong (Mimi) Hoang

Address: V3 Van Phu Victoria, Phu La Ward, Ha Dong District, Hanoi, Vietnam

2 Laurence Street, St Lucia, QLD 4067, Australia

Phone: (+84) 984 587 489

E-Mail: thuy.hoang1@uqconnect.edu.au/hoangthuyduong136@gmail.com

Career Objective

I am an enthusiastic, dedicated, young professional who is willing to learn new things. I am seeking a role where I can contribute my skills and experience to fulfill assigned tasks that create chances to achieve job satisfaction. Besides, I hope that the position can help me gain a deep knowledge and a great deal of experience in the fields I have chosen.

Immigration / Work Status

Vietnamese/Australian Dual National

Experience

Aug 2015 – Feb 2017: Accounts Officer
Indian Feast Pty. Ltd.

Brisbane, QLD, Australia

- Set up a record keeping and M.Y.O.B accounting system for the Indian Feast company involving in food industries
- Process supplier invoices, revenues, inventories, expenses, payroll, GST, cash flows and payment run
- Produce weekly reports and analyses so as that the owner is able to make decision in terms of overdue invoices, budget control, and expenditure monitoring

May 2015 – Aug 2015: Accounts Payable Officer
Endeavour Foundation (Not-for-profit Organisation)

Brisbane, QLD, Australia

- Review purchase orders, slips and forms to ensure that they have been signed and categorised accurately, and that they agree with supporting invoices
- Reconcile expenditures listed in Petty Cash, Imprest, and General Expense Claim Form with invoices and bank statements
- Validate reviewed documents using Kofax and Finance One, which involves in entering correct information such as creditor numbers, total amounts, dissection amounts, GST codes, establishment numbers, and account codes
- Identify and investigate discrepancies between purchase orders and invoices to make sure all transactions are accurately recorded
- Contact Endeavour's internal clients via emails or phones to rectify errors
- Gather relevant information to set up accounts for new vendors and staff in finance systems such as Finance 1, and AX
- Deal with enquiries of internal and external customers regarding outstanding invoices, payment runs, and account codes, which require using Finance 1, AX, and Microsoft Outlook
- Reconcile statements received from creditors with internal records in Finance One and AX
- Contact creditors to request invoices that have been shown in the vendor statements but have not been recognized in the system, and to fix errors and discrepancies, then forward those invoices to internal parties taking responsibilities for processing the expenses

Dec 2014 – Apr 2015: Assistant Accountant***Brisbane, QLD, Australia******Platinum Accounting Firm***

- Fulfill multiple tasks related to Platinum internal accounts and tax client accounts in terms of Accounts Payable, Accounts Receivable, Bank Reconciliation
- Receive, process and enter data into the firm's accounting software – MYOB
- Assist the Senior Accountant to prepare BAS and Month End Tasks
- Use Excel to help the Senior Accountant in conducting business analyses such as Budget Analysis, and P&L Analysis

Mar 2008 – Jan 2012: Chinese – Vietnamese Translator and Interpreter***Hanoi, Vietnam******Vietnamese Publications and Travel Agencies***

- Translated documents, books, and articles for publications such as Nha Nam, Tri Thuc, Kim Dong, and to name a few
- Interpreted for Chinese visitors who travelled to Vietnam, and Vietnamese visitors having taken a trip to China

Education / Qualifications

Oct 2014 – Current: CPA Associate***Brisbane, QLD, Australia***

CPA Australia

*External Auditor***Oct 2014 – May 2015: Skilled Migration Internship Program*****Brisbane, QLD, Australia***

Navitas Professional

Jul 2012 – Jul 2014: Master of Commerce (Advanced)***Brisbane, QLD, Australia***

The University of Queensland

Grade: 5.8125

*Professional Accounting & Applied Finance***Jun 2007 – Jun 2011: Bachelor of Chinese Studies*****Hanoi, Vietnam***

Hanoi University

Grade: 8.26/10

*Chinese – Vietnamese Translation & Interpreting***Key Attributes**

Computer Skills

MS Excel, MS Word, MS PowerPoint, MS Access, and Adobe Pdf

Kofax

Finance One

MS Dynamics AX

MYOB

*Advance**Advanced**Intermediate**Intermediate**Intermediate*

Communication

- **Good written and verbal communication skills:**

Assisted college students in researching and proof-reading their assignments

Dealt with customers in person, over emails and phones.

- **Languages:**

English

Fluent

(IELTS Academic 8 – Listening 8; Reading 9; Writing 7, Speaking 7.5)

Chinese - Mandarin

Fluent

Vietnamese

Native

Korean

Beginner

Awards / Achievements

- **Dean's Commendation for High Achievement**

Dean's Commendations for Academic Excellence at the University of Queensland recognise students who achieved a minimum semester GPA of 6.6

- **Scholarships**

Scholarships for all 4 years at Hanoi University – Vietnam

The top 8 graduates from the 2007-2011 class of more than 1000 students

- **'Young Scientific Talent' Award**

First Prize of 'Young Scientific Talent of Hanoi University Award with a thesis 'Studying on significance of reflective culture throughout Chinese Language Management and Usage'

Hobbies and Interests

- **Website Design & Management:**

Established an online business in Australia to sell silk garments imported from Vietnam, and managed the business's website designed via WordPress.com

Enrolled in a short-term course at FPT University to learn more about web design using PHP and MySQL

- **Doing martial arts**

- **Participate in volunteer activities**

References

References available on request