****CURRICULUM VITAE**

**TRAN THI THU HIEN**

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| **Personal information** | | | |
|  | *Full name*  *Date of birth*  *Place of birth*  *Material status*  *Cellphone*  *Email* | : **Tran Thi Thu Hien**  : September 24th, 1992  : Nam Sach District, Hai Duong Province  : Single  : (+84) 964 897 012/ (+84) 919 471 911  : thuhien240992@gmail.com | |
| **CHARACTERISTIC** | | | |
|  | * Careful * Critical thinking * Active and Creative * Sociable * Accommodate to the new working environment | | |
| **EDUCATION & CERTIFICATION** | | | |
|  | **Banking Academy** Ha Noi, 2010 - 2014 | | |
|  | *Mode of study*  *Major education*  *Language*  *Informatics*  *Others* | | : Full – time  : Accounting  : ENGLISH TOEIC 510; Certificate Level C  : Certificate Level C,  **:** Chief Accountant Certificate |

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| **SOCIAL ACTIVITIES** | |
|  | **Student Volunteer Nam Sach Club** Ha Noi, 2011  *Deputy Director of Communications*   * Giving added strength in the entrance exam of University * Take part in appealing to local businesses for sponsorship money |
|  | **Voluntary Blood Donation Club** Ha Noi, 2010 - 2012   * 5 consecutive participate in voluntary blood donation * Actively encourage individuals to participate in blood donation |
| **EXPERIENCE** | |
|  | **U.S GROUP CONSOLIDATOR INC COMPANY LIMITED** Ha Noi, 2018 - 2017 *General accountant*  * Perform recruitment at the request of the director. * Drafting contracts, dealing with customers, suppliers, explaining the problems of work to the director, reviewing contracts before submitting to the director. * Balances of revenue and expenditure before submission to the director for approval of payments. * Complete tax declaration dossiers, financial finalization dossiers, financial statements, annual financial statements. * Check accounts receivable, assigned to contact customers to check accounts receivable, pay. * Setting up all the accounting procedures and guidelines within company. * Reviewing all the purchase orders and vendors/ suppliers invoices before payment process. * Checking all the accounting entries and accounting books (General journal, ledger account, asset register ... * Preparing Payroll, Social Insurance. * Preparing monthly financial statement (Trial Balance, Profit and Loss statement and Balance sheet) and tax reports generated from Accounting software and yearly finalization report (VAT, PIT, CIT, FCIT). * Complete other tasks assigned by the director. * Experience working for startup company * Develop a good accounting system for the company * Good experiences at performing financial analysis * Experiences in Commercial contracts * Updating new regulation on Taxation, Labor Law.   **Chu Dau Hai Duong Porcelain Ceramic Joint Stock Company** Hai Duong, 2017 - 2014 *General accountant*  * Perform accounting functions as assigned including, but not limited to book, reconcile and report. * Prepare financial statements, reports and records by collecting, analyzing and summarizing account information. * Responsible for general ledger. * Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices * Checking & ensure accuracy figures of all transactions incurred in month * Examine the legality and accuracy of data and information on accounting documents * Communicate with other departments to get the required information to prepare reports * Analyze and highlight the abnormal transactions and expenses. * Supervises and finish all kind of report in time such as   + Closing accounting books monthly, quarterly, yearly.   + General ledger, trial balances, reconciliation * Reconcile ending balance of all accounts on Balance sheets at month-end * Assist in inventory management. * Maintaining accounting information systems to ensure the reliability of the system * Monitor and analyze accounting data and produce financial reports or statements * Establish and enforce proper accounting methods, policies and principles * Coordinate and complete annual audits, taxes * Improve systems and procedures and initiate corrective actions * Understand current and proposed legislation; enforce accounting regulations and recommend new procedures. * Setting up all the accounting procedures and guidelines within company. * Reviewing all the purchase orders and vendors/ suppliers invoices before payment process. * Checking all the accounting entries and accounting books (General journal, ledger account, asset register ... * Preparing Payroll, Social Insurance. * Preparing monthly financial statement (Trial Balance, Profit and Loss statement and Balance sheet) and tax reports generated from Accounting software and yearly finalization report (VAT, PIT, CIT, FCIT). * Preparing Accounting Report to Director and Tax authorities. * Interfacing with external and internal auditors, government and tax authorities * Establishing a good relationship with Tax Dept as well as with the banks. * Ensuring all the new regulations on taxation, foreign investment, Labor laws to be updated and complied. * Reporting directly to Head quarter * Checking and signing off all invoices and payment requests before submission. * Maintaining the general ledgers and all related accounts and ensuring all accounting transactions are recorded based on the Vietnamese Accounting System, Government regulations and company rules * Maintaining other accounts and performing other accounting duties as required * Preparing internal accounting reports * Preparing accounting reports according to VietNam laws * Co-operating with Accounting team of head quarter, supporting Chief Accountant/Finance Director in all tasks when requested * Other ad hoc assignments and projects * Responsible for the management and operation of the Accounting Department * Prepare/Review/Verify the financial statements and activities reports ensuring the accuracy and timely submission. * Responsible for frequent Cash Flow forecast, control the cash flow of the company in accordance with the requirement and Budget. * Prepare Financial Statements Balance Sheet, including benefits, loss and Budget quarterly. * Analyze and review year-end figures. * Responsible in the submission of various statutory reports to General Department of Taxation and other governmental agencies in compliance with Vietnamese tax law. * Update the new tax laws and accounting the effect; Deal with tax issues including monthly reporting of taxs (PIT, corporate income tax, balance sheet, financial reports and quarterly, yearly report of the company) relation with Tax Department, with Government - Follow up contracts to ensure terms and conditions of payment agreed are enforced. * Manage and ensure the activities of the company accounting is done in accordance with the law. * Organize, assign work to employees in the department to ensure continuous operation as required and appropriate work practice |
| **skills** | |
|  | * Good at communication, and present to express personal thoughts. * Persuasion, negotiation, maturity in everyday, learning and work * Good at Office-skill * Typing speed of 110 words / minute * Professional Power Point presentations * Working proficient with spreadsheets on Excel * Good knowledge of foreign trade, economics, accounting, finance and administration. * Working under high pressure, spontaneity. Organized |