

RESUME

PERSONAL INFORMATION

Full name:

DOB:

Address:

Phone number:

Email:

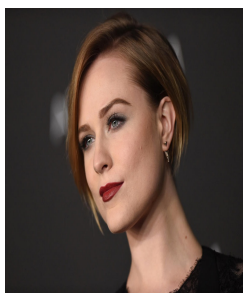
Luong Thai Ha

06/08/1993

No. 4, alley 1002/61, Lang Str., Dong Da Dist., Hanoi

0168 609 4092

halt68.ftu@gmail.com



EDUCATION

Aug 2011 – Jul 2015

Foreign Trade University

- Majored in International Business Economics
- GPA:
- Granted the SmartTrain Scholarship for Talented Foreign Trade University students

Apr 2015 – May 2015

University of California, Irvine in partnership with Coursera

- Completed the course Project Management: The Basis for Success with recognition by The US Embassy Hanoi

Jul 2014 – Aug 2014

SmartTrain Education Center

- Finished F1: Accountant in Business, F2: Management Accounting and F3: Financial Accounting in ACCA course

Aug 2008 – Jul 2011

Son La Specialized High School

- Ranked 1st in the class for 3 years
- Got the First Prize in the provincial Mathematics Competition for Gifted Students
- Awarded Odon Vallet Scholarship for Vietnamese Student in 2010

WORKING EXPERIENCE

Sep 2015 - Nov 2016

Standard Chartered Bank (Vietnam) Ltd.

Officer at Securities Services Operation

Duties

- Provided fund admin services to investment funds of Vietnam's biggest and most well-known Fund Management Companies (VFM, SSIAM, ...)
- Prepared monthly, quarterly and annual reports for the funds in compliance with laws and regulations on securities and securities market
- Liaised with clients and fund managers for queries on accounting transactions.
- Handled questions and requests from clients and stakeholders

Gained

- Fully mastered accounting method of investment funds and the use of international fund accounting softwares
- Gained practical knowledge on securities market, Exchange Traded Funds (ETF), Open-ended Funds and Close-ended Funds
- Communication and negotiation skills greatly improved
- Enhanced time management skill and Excel skill
- Knew how to deal effectively with high pressure and high volume workload
- Reaffirmed in myself as being both a fast learner and a proactive person that always aim towards the best outcome.

Jan 2015 – Mar 2015

Crowe Horwath Vietnam Co., Ltd.

Audit Intern

Duties

- Performed audit procedures for cash and cash equivalents, prepayments, fixed assets, selling and administration expenses, accrued expenses, equity, other income and expenses
- Supported audit team as a good team member with high responsibilities
- Assisted in preparing and publishing financial reports

Gained

- Practical knowledge on auditing of manufacturing companies
- Enhanced communication and negotiation skills
- Enhanced time management skill, teamwork skill and Excel skill
- Experienced professional working environment with high pressure.

SOCIAL ACTIVITIES

Oct 2012 – now

HanoiKids Club

Member of Training Department

Duties

- Provided more than 60 free tours around Hanoi to tourists from lots of countries in the world such as Australia, Singapore, Malaysia, the USA, the UK, ...
- Organized lots of internal events such as Pro Travel-mate, Treasure Hunting, HanoiKids Boys' Day Party, ...

Gained

- Improved English skills and got a wide network of friends in many countries
- Got precious experiences at team working tasks, both as a team leader and a team member

OTHER SKILLS

Languages

Fluent in both Vietnamese and English (TOEIC 965/990).

Technical Skills

Good at MS Word, Excel, PowerPoint and Outlook.

REFERENCES

Ms. Nguyen Thi Thuy Linh

Line-manager

Manager at Standard Chartered Bank Vietnam

linh.nguyenthuy@sc.com

0985530550