



# NGO THI NGOC TRAM

Accountant/ Auditor

Female

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0977 284 281

Nguyen Thien Thuat Street, District 3, HCM

## OBJECTIVE

- From a background of 3 years working in banking field and have myself familiarized with auditing from my internship.

I am firmly confident in my knowledge about accounting, auditing and banking processes. I am confident that I am fit the job requirements.

Furthermore, as I'm currently taking an ACCA program which will help me improve my knowledge greatly. Knowledge that I hope I can utilize in my job at your company.

## SKILLS

English	● ● ● ● ●
Excel	● ● ● ● ●
Communication	● ● ● ● ●
Teamwork	● ● ● ● ●
Time management	● ● ● ● ●

## CERTIFICATIONS AND AWARDS

First Prize of Accounting Competition "Creativity for Success " 2016  
(2016)

Scholarship in 2015-2016  
(2016)

Certifications" Student five good" 2015  
(2015)

## INTERESTS

Yoga	Book
Travel	Music
Food	Ping Pong

## EDUCATION

**IAP TRAINING CENTER** (10/2019 > present)

**THE ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA)**

Studying the ACCA course programs.

- Passed F1/F2/F3.
- Studying F6/F7/F8.

**IAP TRAINING CENTER** (09/2019 > 10/2019)

**Certificate in International Financial Reporting (CertIFR)**

Completed the program successfully.

**BANKING UNIVERSITY HCMC** (09/2013 > 09/2017)

**BACHELOR'S DEGREE**

Major in Accounting and Audit

Total results: 7.49 - Good

Some related subjects with high marks: Financial Accounting, Audit.

## WORK EXPERIENCE

**FINANCE AND CAPITAL MANAGEMENT DIVISION (SCB)** (04/2019 > Present)

**Management report Staff- Management Information Systems (MIS)**

- Knowledge and understanding of the Accounting and internal control system.
- Have a lot experience in working as data analyst role.
- Responsible for detecting errors and frauds, ensure the reports are delivered in time with high level of accuracy.
- Building automated reports to measure the performance of the bank (About: Revenue, Expense, Profit of each department, each branch).
- Operating and checking data reports (About: Deposits, Loans, Card, Mobile Banking, Internet Banking, ERP, Core system)

**SAI GON JOINT STOCK COMMERCIAL BANK (SCB)** (07/2017 > 04/2019)

**Accounting - Accounting Department**

- Disbursement, interest collection, credit contract capital of customers.
- Checking bank documents, account income and expenses.

**VIET DRAGON AUDITING CONSULTING COMPANY LIMITED** (12/2016 > 04/2017)

**Assistant Auditor - Intern**

- Perform auditing of financial statements, accounting and tax review as assigned by the team leader.
- Keeping track of customers' liabilities

# CHARACTER

- Hard- working, meticulous
- Responsibility
- Enthusiastic
- Innovative
- Honest
- Friendly

- Making tax report on a monthly basic
- Supporting others tasks if asked

# ACTIVITIES

**SCB YOUTH UNION** (2018 > 2020)

***Executive Committee Member***

- Organising events and activities
- Connecting young people in the bank.