




# Hy Nguyen Thieu


Accountant

 27th February 1996

 Female

 0932 720 296

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 B18/19A Binh Hung Street, Binh Hung Commune, Binh Chanh District

## OBJECTIVE

Taking advantages of accounting skills and experiences to become a professional Accountant. From that, I could be part of your excellent accounting team.

## EXPERIENCES

- 1 year of experience working as a audit assistant and tax consultant at AACC.
- 2 years of experience working as a accountant at Annam Group

## SKILLS

Teamwork	<div><div></div><div></div><div></div><div></div><div></div></div>
Computer	<div><div></div><div></div><div></div><div></div><div></div></div>
Communicate	<div><div></div><div></div><div></div><div></div><div></div></div>

## CERTIFICATIONS

Degree: Bachelor of Accounting - Good  
(2019)

Audit Praticce  
(2017)

MOS Excel  
(2017)

Toeic  
(2017)

MOS Word  
(2015)

## WORK EXPERIENCE

**RED WAREHOUSE SERVICE TRADING CO., LTD** (10/2019 > 5/13/2022)

### Accounting

#### Main responsibilities:

- Invoicing
- Checking whether balance of retail customers between bank statement and cashier report have been correctly reported
- Preparing monthly invoice list timely and accurately to submit to Deputy Chief Accountant
- Finishing monthly inventory report and checking with inventory team
- Making request payment: external services, taxes, purchase order local and recording invoices.
- Checking and sending Debt Statement to retail customers every month

#### Recently added:

- Posting and accruing expenses; booking into system
- Running depreciation monthly
- Making Fix Asset report at the end of month
- Booking salaries of outlets staff into system

**VIETNAM ACCOUNTING AUDITING CONSULTING CO., LTD** (4/2018 > 5/2019)

### Audit assistant/ Tax consultant

During April 2018 to July 2018: probationary staff.

Main responsibilities:

#### In Accounting:

- Collecting documents and VAT invoices
- Completely booking entries
- Preparing monthly reports with the tax authorities: VAT, PIT and CIT report to submit to Leader
- Reconciling receivable debt, tax account between tax declaration and tax accounts ledger, between revenue in tax declaration and revenue account at the end of each month

#### In Tax advisory

- Preparing tax-related papers and documents
- Proposing answer of customer's problems for relevant member in team to get

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## ACTIVITIES

### **Trekking at Ba Den Mountain**

*Self-organizing in 2018*

- Preparing foods and necessary items for the journey
- Organizing games for the campfire night

the best solution

- Updating new regulation to the customer

### **In Auditing**

- Collecting documents from customer office, interviewing customer and finishing working paper
- Completing audit report to submit to leader review

**VIETNAM ACCOUNTING AUDITING CONSULTING CO., LTD** (12/2017 > 3/2018)

### **Internship**

Main responsibilities:

- Supporting accounting and auditing job

**VIET DRAGON AUDITING CONSULTING COMPANY CO., LTD** (6/2016 > 7/2016)

### **Internship**

Main responsibilities:

- Arranging and classifying documents
- Inputting and correcting data on Financial statement and Subsidiary ledger

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## EDUCATION

### **Ton Duc Thang University**

#### **Major: Accounting**

- Finished in accounting and auditing
- Studied some part of ACCA (F2, F3, F5)
- Graduated in 2019