**TRAN THANH TRUNG**

HUONG GIA- PHU CUONG- SOC SON- HA NOI

**PERSONAL INFORMATION**

Full name : Tran Thanh Trung

Date of birth : December 12st ,1993

Current address : Phu Cuong- Soc Son- Ha Noi

Material status :Single

ID number :

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**CAREER OBJECTIVE**

Learn more things when working in multinational companies to accumulate much experience for future promotion.

**EDUCATION**

* **21/09/2013: TOEIC 605**
* **2009-2013: Academy of Finance (Bachelor of Business Accounting)**
* 02/2013: Certificate Practied Tax Accouting, General Accounting on Excel
* 12/2012: Certificate Program Microsoft Office( Level: B)
* 08/2012: Certificate Training Tax Declaration, Customs Declaration and Tax Accounting

**EXPERIENCE RECORD**

1. **07/2013 to 05/2014: Accountant Staff at Ha Son company**

* Accountant of fix asset, inventory, liability
* To follow up receivable amount from customer
* To check credit payment report from the bank and prepare daily posting report in opera system
* To control and collection of outstanding guest and city ledger accounts
* Collecting red invoices & checking information of VAT input exactly
* Follow up bank account balance. Key in daily transaction from bank to system
* Withdraw money, pay the petty cash as per company procedure & key in system

1. **3-5/2013: Attend training tax declaration, customs declaration and tax accounting.**

* Tax declaration, customs declaration

1. **3/2013:Attend practical training tax accounting, general accounting on excel**

* Tax declararion
* Follow up payable and receivable account, salary, tax report, summary expenses, cost, profit and loss report

1. **From 01/2013 to 03/2013: Practiced in Nhat Nuoc co.,Ltd**

* Arrange vouchers, receipts, payment bills
* Make payroll
* Organize and store paperwork and documents
* Other administrative duties as required by General Manager and Accountants

**VOLUNTARY WORK EXPERIENCE**

* 2010-2011 : Home tutor
* 2012 : Clerk in Fashion shop
* 8/2012 : Participate in Accountant- Audit

**SKILLS**

* Fluent written and spoken English and Vietnamese
* Strong organization time and workload
* Computer skills – MS Word, Excel, Power Point and software accountaning (SAP...)

**HOBBIES**

* Listening to music
* Traveling