



Dang Le Hai Yen

Accountant

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Gender: Female
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OBJECTIVE

- In the next 3 years, there will be a comprehensive understanding of all accountant.
- After 4 years, study and get the CPA to improve knowledge and experience.

EDUCATION

Sep 2012 - Aug 2016 **Academy of Finance**
Major: Accounting
GPA: 2.95/4

WORK EXPERIENCE

Jun 2017 - Present **Scanwell Logistics Vietnam Co., Ltd**
General accountant
Main responsibilities:

- Receiving, sorting and checking payment profile to control of revenues, cost of shipment.
- Issuing VAT invoices, receipt vouchers and payment vouchers.
- Checking document, accounting transactions incurred in accounting software.
- Reviewing, controlling advance payment, receivable.
- Reporting turnover, expenses, advance and repayment debts.

Aug 2016 - May 2017 **TOPICA Educational Technology Association**
Customer accountant
Main responsibilities:

- Recording revenues and making reports for foreign products.
- In charge of Thailand tax accounting.

Jan 2016 - Aug 2016 **Bao Yen Processing of forest products Co., LTD**
Accountant
Main responsibilities:

- Accounting for cash and bank deposits.
- In charge of tax accounting.

ACTIVITIES

May 2013 - Apr 2014

Hai Duong Province countrymen Association

Member of club

- Participate in the preparation of the first day of association and development activities later.

May 2014 - Aug 2014

Youth day Festival

Volunteer

- Organize monthly events, participate in activities such as: puzzle at My Dinh stadium, dancing, camping.
- Mobilize people to participate in blood donation.

SKILLS

Specialist Knowledge

Proficient in Accounting Software: G9 accounting, Bravo.

Careful, Honest

Good at subjects such as Principle of Accounting, team-work skill

Language

English

Technical skill

Word, Excel, Powerpoint, Google Spreadsheet.
