

TUYET T. TRAN

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SUMMARY

- ✓ Proficient at using advanced/dynamic Excel functions (INDEX/MATCH, VLOOKUP, data table linked to external connections, pivot table, etc.) to enhance reporting capabilities
- ✓ Effective at managing and analyzing large volume of data; Have experience working in a large/international company with complex legal entity and business unit structures
- ✓ Exposed to various financial reporting and planning systems including Dynamics GP, Solver BI360, Clarity and Salesforce (CRM); Proficient at MS Office Suite (including Excel and Access)
- ✓ Have knowledge of SQL and VBA (self-developed from personal projects, limited work application)

EDUCATION

CPA Candidate (PEP), CPA Ontario..... (expected) 2014 – 2017

- Expected completion of practical experience requirement: May 2017
- Expected to write Common Final Evaluation (CFE) in September 2017

B.B.A. (Accounting), Schulich School of Business, York University.....2010 – 2014

- CGPA: 8.2/9.0 (3.8/4.0) - Member of Dean's Honour List, Faculty Top 15%
- York International Scholarships (\$4,600)
- Student Leadership Award, CaluMentor Outstanding Accomplishment Award (Calumet College)

WORK EXPERIENCE

Financial Analyst, TMX Group Ltd.04/2015 – Present

Support Razor Risk business unit, corporate budgeting process, firm-wide cost allocation and firm-wide FX revaluations; Increase reporting efficiency by 4 times, increase assurance over the reliability of financial information and enhance reporting capabilities through advanced Excel modeling

FP&A / Management Reporting: Report to Senior Manager, Finance & Corporate FP&A

- *Cost allocations*: Streamline costs pools management and enable transparency and visibility of cost details, leading to enhanced reporting capability; Prepare periodical and ad-hoc cost allocations reports to finance partners and leaders
- *BU management reporting*: Streamline management reporting package for business units with minimal guidance, leading to considerable reduction in turnaround time; Prepare monthly revenue/KPI reports and variance analysis/commentary for senior management
- *Project management*: Establish an integrated database to track billable time, resources effort and project timeline to improve capability on forecasting, planning and analysis
- *Business support*: Ensure timely and accurate billing and collection; Provide ad-hoc financial reports and analysis to support business decision making; Provide guidance on coding of revenues and expenses; Calculate employee sales commissions
- *Budgeting/forecasting*: Prepare forecasts/budgets for Razor and corporate-level items (i.e. depreciation, cost allocations, payroll taxes, income taxes, transfer pricing)

(TMX Group Ltd. – continue)

Financial Reporting / Accounting: Report to Senior Manager, Finance & Accounting

- Improve efficiency and accuracy of periodical accounting procedures such as FX translation revaluation, reconciliation, consolidation (foreign entities), accruals and deferrals, commodity tax calculation, etc.
- Ensure revenue recognition in accordance with IFRS
- Review Razor's monthly P&L for reasonability to ensure the overall reliability of information
- Prepare journal entries for costs allocations to legal entities and business units

Tax Staff, Ernst & Young09/2014 – 04/2015

Analyzed and reviewed clients' (Candian mutual funds) trading data to ensure its completeness, reliability and accuracy; Validated and audited earnings reports automatically generated by the firm's application to ensure proper calculations.

- Analyzed documents from Wolter's Kluwer, SEDAR and SEC to determine the taxability of corporate actions under US tax principles
- Analyzed/reviewed trading data of Canadian mutual funds and reviewed reports generated by the firm's application
- Identified areas prone to errors, established audit procedures, and analyzed/exercised professional judgement to determine treatments for deviations, which ultimately improved data integrity, computational accuracy and overall quality of the deliverables
- Processed fund mergers for the large clients with minimal guidance and supervision
- Trained and led a team of 6 staffs to deliver high quality products to clients on time through effective allocation of resources, flexible planning, and appropriate level of supervision and support

Accounting Analyst, OverAir Proximity Technologies Ltd.05/2014 – 09/2014

- Established internal control procedures over financial reporting for critical business activities to provide sufficient audit trails for assurance engagements
- Prepared financial statements and performance analysis that allowed management to assess the company's financial position and make business decisions
- Filed, reviewed and amended corporate tax filings (income tax, input tax credits and payroll source deductions) to ensure compliance with CRA, helping the company avoid penalties and interests
- Developed 5-year forecast and pro-forma financial statements for Investors Deck

OTHER EXPERIENCE

Teaching Assistant, Schulich School of Business.....09/2014 – Present

- Courses: Introductory and Advanced Income Taxation (ACTG4710/4720)
- Mark and provide feedback on individual assignments that help students identify the gaps in their understanding of the subject matters and effectively prepare for examinations