



NGUYEN THANH CHI HIEU, CPA Vietnam

Chief Accountant / Finance Manager

DOB : 1994

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SUMMARY

- With 7+ years of working in the accounting and tax advisory, I possess a wealth of expertise in financial reporting and analysis, along with proficiency in Excel to facilitate accurate and insightful business decisions. I am skilled in the precise preparation of financial reports under VAS and IFRS, meticulous financial analysis, and effective management of general ledger accounts. Furthermore, I have accumulated experience in tax compliance and a strong proficiency in preparing various tax returns. My abilities and competencies position me as a valuable candidate for the role of Chief Accountant or Finance Manager within any organization.
- Industry exposure: Manufacturing, FMCG, Trading, Construction, Real Estate, Information Technology, Outsourcing, Food & Beverage, ...

WORK EXPERIENCE

TMF Vietnam Company Limited
Accounting & Tax Supervisor

05/2021 – Present

1. Financial & Tax Reports

- Manage financial reports (VAS and IFRS) processes on monthly and yearly closing account and conduct comprehensive analyses accuracy and timeliness.
- Manage budget plan, cash flow and forecast.
- Manage all accounting transactions posting and its reconciliation in accounting system ensuring effective control and compliance.
- Manage for reconciliation on balance sheet account to provide the strategic recommendation ensuring robust control of balance sheet account.
- Manage general ledgers and all related accounts with proper documentation and records to assure accuracy and compliance.
- Review clients' vendor invoice, business contracts, and other supporting documents to approve payments and resolution processes.
- Ensure deductible and non-deductible expenses are properly captured and classified.
- Ensure full compliance with relevant tax regulations of VAT, CIT, WHT, PIT, ...
- Manage tax risk by continuously update relevant tax regulations that impacting the client's business, propose recommendations and implementations of action to clients.
- Take responsibility for the overall effective projects including tax risk review, internal tax review, tax health check, tax audit assistance, set up SAP systems, set up accounting systems, opening and closing business.
- Consult processes and regulations on accounting and tax.

2. Management & Team Development

- Manage a diverse portfolio of clients and their expectations, deadlines and deliverables in accounting and tax matters.
- Analyzes clients specific demands and provides value-added solutions.
- Supervise a team of accountants and tax professionals, including assigning tasks, providing guidance, and conducting performance evaluations. Ensure the team's productivity and address any issues or challenges that arise.
- Implement internal controls procedures for ensuring compliance and identifying any areas of risk or non-compliance, take appropriate corrective actions.
- Develop and implement automated application in preparing financial and tax reports to streamline processes, enhance efficiency, and improve accuracy.
- Build and maintain effective relationships with client's authorities and auditors.
- Mentor and coach team members, contributing to their professional growth and overall team success.

- Review accounting/ tax work performed by team members.
- Prepare and/or review accurate and timely financial statement and management report.
- Provide analysis of financial transactions. Perform reliable, rigorous and conclusion.
- Prepare and/or review monthly/quarterly/annual tax returns (VAT, PIT, CIT, FCT...) and other tax correspondences for the tax authority.
- Leading team in various tax compliance, tax advisory, tax health-check, pre-tax audit review, and tax audit support services to clients.
- Identify significant issues/risks for the clients from daily tasks. Propose solution or timely raise the issues to manager.
- Work with independent auditors during audit process.
- Work with tax authorities in daily tasks and during tax audit process.
- Maintain daily communication with clients. Answer questions and/or advise clients for tax and accounting compliance and effectiveness.
- Prepare materials for training and implement training for team members in developing their professional and technical abilities and skills.

- Record and reconcile financial transactions, including AR, AP, intercompany, expense and GL entries.
- Record, maintain and reconcile fixed asset, including depreciation schedules and asset disposals.
- Review the supporting documents attached to each transaction to make sure all transactions tally with Vietnam tax & accounting laws as well as the company's internal control policy.
- Review payment, including staff reimbursement, vendor payment, and office expenses, and ensure the expense applied is authorized properly and is consistent with the budget.
- Review the monthly AR and AP aging report, summarize the issues, and advise on the improvement.
- Perform month-end closing process.
- Prepare and analyze financial statements.
- Prepare financial management reports and cost analysis.
- Review the actual vs. budget variance and note the reason for the variance.
- Collaborate with operations and other functions on reporting and data analysis.
- Assist in the implementation and improvement of accounting systems, processes, and internal controls.
- Assist in preparing budget plan.
- Prepare and file accurate and timely tax returns, including VAT, CIT, FCT/WHT, ...
- Conduct thorough research and analysis of tax laws and regulations to ensure compliance and identify potential tax savings opportunities.
- Respond to tax inquiries and audits from tax authorities and assist in resolving any tax-related issues.
- Work with externals: Tax, DPI, State Treasury, Auditor.

EDUCATION & CERTIFICATIONS

Bachelor of Accounting, University of Finance and Marketing

- CPA, Vietnam Minister of Finance, December 2022
- Certificate of Chief Accountant, Vietnam Minister of Finance, November 2018
- ACCA Program: Completed Business and Technology (BT), Financial Accounting (FA), Management Accounting (MA), Corporate and Business Law (LW), Taxation (TX), Audit and Assurance (AA)
- CFA Program: Passed CFA Exam Level I, August 2023
- TOEIC 890, IIG Viet Nam

SKILLS

- Proficiency in financial reports and analysis, highly analytical skill.
- Proficiency in Excel, Power BI, SQL, Word and Accounting systems: SAP, Misa, Fast, Bravo, AccNet.
- Professional and effective teamwork and communication skills.
- Strong people skills and able to work independently under high pressure.
- Honest, self - motivated, eager to learn, absorb quickly.
- Enthusiasm, easy to adaptability, high team-spirit.