



# NGUYEN THI THU HANG

## General Accountant

I am a hard-working and detail-oriented person. I am very eager to learn and I get along well with people. My weakness is I often feel stressed when I present something in front of the crowd. In my free time, I like reading books, watching action and detective films, listening to music and traveling with my friends or my family.

## Qualifications

### Chief Accountant Certificate

issued by Ministry of Finance

### CertIFR

issued by ACCA and VACPA


### Bachelor of Accounting

issued by Banking University of HCMC

## Information

 15/10/1996

 0392.918.512

 hangnguyenbuh@gmail.com

 56 Van Chung Street, Ward 13, Tan Binh District, Ho Chi Minh City

## My Objectives

- Working in a professional and friendly environment, all people support mutually.
- Learning new skills and knowledge, contributing and making more value for the company.
- Become an excellent General Accountant and will be promoted to Chief Accountant in the next 3 - 5 years..

## Skills

Information Technology: Proficient in Office IT

Language (English): Intermediate (B1 & Toeic 600)

Language (Korean): Topik 2

Teamwork

Communication

## Working Experiences

### 11/2023 - present

Due to a family matter, I resigned from SEA Logistics. After that, I learned and got a Chief Accountant Certificate and CertIFR. In addition, I spent time to refresh and unwind my mind after a long working time.

### 05/2023 - 10/2023: SEA LOGISTICS PARTNER (VN) Accountant

- Bookkeeping for banking payments & expenses of the Main company & 09 project companies.
- Issue invoices for customers and bookkeeping revenues.
- VAT, FCT declare & support VAT refund of project.
- Follow and check shareholder loans, bank loans. Make payment for principal and interest of all loans.
- Support Finance manager in finance management of project companies.
- Filling all accounting documents according to law.
- To perform other tasks as assigned.

### 07/2020 - 04/2023: MOL LOGISTICS TRANSPORTATION VN INC. General Accountant & HR - GA Staff

- Bookkeeping for all revenues & expenses, issue invoices for customers.
- Prepare VAT, FCT, PIT declarations; overseas loan report, FDI report, all labor reports and send them to CA for checking
- Check payment requests and all relevant documents, make payment accuracy and on time for suppliers.
- Manage cash on hand, make the cash count minutes weekly.
- Check employees, calculate salary and social insurance monthly.
- Do the recruitment and firing process. Check and declare social insurance.
- Review and follow all business contracts, manage all administration fees.
- Filling all accounting documents according to law.
- To perform other tasks as assigned.

### Back up for Chief Accountant (maternity) 12/2022 - 04/2023

- Prepare monthly financial reports and send to General Director
- Tax declaration quarterly (VAT, PIT, FCT), calculate temporary CIT (quarterly) and make payment.
- Prepare FDI report, overseas loan report and all labor reports of the company
- Supervise an accountant staff, assigning and checking her work
- And all above tasks

### 12/2019 - 06/2020: MOL LOGISTICS VIETNAM INC. Oversea Liabilities Accountant

- Bookkeeping for overseas revenues & expenses
- Confirm the debt with overseas agents
- Issue the invoices for overseas agents.
- Filling all accounting documents according to law.
- Support co-workers when we meet the deadline or when I have done my tasks.
- To perform other tasks as assigned