**NguyenNgocHoa**

Accounting Manager

09301 78 6 xxx

hoanguyenxxx@gmail.com Ho Chi Minh City, Vietnam

# OBJECTIVE

Take advantages of knowledge and experience to become Finance Director in 2 years.

# SKILLS

**Financial Reporting**

**Financial analytical Tax**

**Risk Identify**

**Microsoft Office/ SAP**

**RESPONSIBLIBITY**

Accounting and Management Legal and Law

# WORKEXPERIENCE

## NEW MADA.,LTD Aug 2018– present AccountingManager

* Preparation of financial statements and report to Japanese Director
* Input daily accounting operations into SAP and responsible for driving month end closing process
* Manage, train members to operate sales, purchase function on SAP
* Preparation of sales and purchases budget and regular forecasts
* Control and monitor customers and suppliers' debts
* Review payment, ensuring the efficiency of costs
* Review economic contracts related to customers and partners
* Liaise with external stake holders, tax dept for all tax matters, auditors for statutory audit and bank for day to day transactions
* Ensure compliance with the government law and local regulations

## YOUNGVIETNAM Dec2015 – Jul2018

**Audit Senior**

* Prepared audit financial reports (IFRS & VAS), group deliverables, management letter and closing meeting minutes
* Conducted audit procedures in accordance with audit standards
* Build in-depth summarized analytical review of client’s financial information to detect unusual fluctuation
* Identified ongoing compliance issues, process weaknesses and inefficiencies of the internal control and provided recommendations for improving internal control in organizations
* Developed good relationships with clients to enhance customer satisfaction, instructed junior associates and supported higher levels

## AMASVIETNAM Jul2015 –Dec2015

**ExperiencedAudit Associate**

* Analyze business trend, financial ratios to clarify any unusual fluctuation
* Carried out audit procedures to evaluate the efficiency and and effectiveness of internal controls

## AGMVIETNAM Aug2014 –Jun2015

**Audit Assisstant**

* Understanding of client operations, assessment and identified weaknesses over internal processes
* Obtained all necessary audit evidences and documented findings

# EDUCATION&QUALIFICATION

Taxes

SAP system Sales/purchase contracts Human Resources

## BANKING UNIVERSITY

Bachelor of Accounting and Auditing GPA: 7.9/10

## 2010 – Jul 2014

Handling issues


# ACTIVITIES

Volunteer |Jul 2011 Exam season support

Teacher |Sep to Dec 2 0 1 1 Tre Xanh Home

## TheAssociation of Chartered Certificated Accountants (ACCA)

Professional in progress (10/13 papers)

# AWARD

## Consolation prize

Competition: “Sang tao huong den thanh cong”

Thesis: “The solution to improve the competition of auditors when

Vietnam complies with WTO Commitment”