

## NGUYEN BAO HOA



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City

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## CAREER OBJECTIVES

### Next 7 years

- Become a professional Internal Auditor/Controller.
- Achieve certifications:
  - In 2019: CIA
  - 3 years: CICS
  - 7 years: CICP

## EDUCATIONS

Smarttrain training center	<b>CIA Courses (completed Part 1&amp;2; planning on Part 3 in this year; will take the Part 1 and 2 - CIA exam on May and June - 2019)</b>	2018-2019
University of Economics and Law	<b>Accounting and Auditing</b>	2011-2015
	+ Tax – Practice and Declare: 10.00	+ Financial Accounting 2: 8.50
	+ Financial Businesses: 9.00	+ Auditing Theory : 8.00
Smarttrain training center	<b>Excel for Auditing Certificate</b>	Sep 2014
Vietnamese American school system	Level 4	Sep 2014

## EXPERIENCE

<b>Trung Thuy Group</b>	Jul 2017 - Present
Internal Audit Department	

- Auditing all member companies in the corporation
- A member of the PMO of the SOP project, working with the KPMG consulting unit.
- And others task when being assigned.

<b>HoaSen Group's executive office - Southern region</b>	Feb 2017 - Jul 2017
Head of Internal Control Department of the distribution network and business section	

- Perform internal controlling activities focusing on sales, commissions, inventories, costs and expenses accounts of more than 100 distribution network branches to ensure the operational effectiveness.
- Inspect and supervise business policies are issued.
- Revise and control data in the management accounting system.
- Prepare the daily and weekly management reports to the Board of Director.
- Identify and evaluate risks of the business processes to report to managers and carry out efficiency control procedures for the business line of the domestic market.
- Assist in annual internal auditing program and planning to identify risks and propose solutions.

**HoaSen Group**

Dec 2015 - Feb 2017

Internal Control Department – Team leader of Project Purchasing Control Section

- Periodically evaluate regulatory compliance programs, and provide support to the company's anti-fraud programs.
- Monitor and control the project purchasing process to ensure all the purchasing activities complied with the regulars and policies of the Group.
- Check the payment documents, and advise the managers about the risks of the tenor's policies before signed and issued.
- Conduct all other duties as reasonably requested.

**Hoa Sen Group**

Jun 2015 - Dec 2015

Internal Control Department – Internal Cost Controller

- Check payment documents to ensure the compliance with the regular and policies of the company.
- Organize and maintain the spreadsheet and costing data using for control purposes.
- Report risks assessment issues.
- Perform other assigned tasks.

**University of Economic and Law**

Sep 2011 - Aug 2015

Monitor of the K11405B class

- Deliver and email announcements and information to students
- Create new ideas and conduct many interesting activities for team building purposes.
- Keep in touch with the lecturers, support all members to resolve problems related to study.

**AASC Auditing Firm Company Limited**

Dec 2014 - Mar 2015

Assistant auditor - Internship

- Collect, check and analyze the spreadsheet data.
- Check financial reports and records to assure the accuracy and reliability.
- Prepare reports, commentaries and financial statements.
- Document findings and recommendations after completing the audit procedures.
- Work with team members to ensure team goals and responsibilities are executed successfully.
- Identify and discuss with seniors any audit issues.

**SKILLS**

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- Computer skills:
  - Level B: Good certificate ( **Excel** )
  - Accounting software: Vietsun Accounting, SSP, Simba
- Working skills:
  - Leadership and work management.
  - Fast learner.
  - Well-organized and hard working.
  - Strong interpersonal and team working skills.
  - Communication and persuasion.

## AWARDS & ACTIVITIES

- **Certificate of Appreciation: For valuable contribution to the development of the company by the CEO of Trung Thuy Group in 2018.**
- **Excellent Staff by the Board of Directors in 2016 (HoaSen Group)**
- **Excellent Volunteer** certificate in “Spring volunteer campaign 2012”.
- “Made more contribution to society and the student movement “ by the student council president of University of Economics and Law: 2011 – 2012 and 2012 – 2013.
- Was awarded the title ” **Sinh Vien 5 tot** “ by the University of Economics and Law in 2014
- “Tiep suc mua thi” City youth events : 2013 and 2014
- “Sinh vien Kinh te – Luat ve voi vung sau” The volunteer program : 2013 and 2014

## HOBBIES

- Long-day-trip.
- Volleyball, badminton and jogging.
- Charitable activities.
- Photo shooting.

## PREFERENCES

Mr. **NGUYEN MINH QUAN** (Vice Director – Internal Control Department of Hoa Sen Group): 0985 795 928

Ms. **DANG THUY DUONG** (Team leader – Internal Control Department of Hoa Sen Group): 0909 705 050