

PERSONAL INFORMATION

Trần Thiện Trung



📍 9/3 Phung Chi Kien St, Ward Tan Quy , Dist Tan Phu, HCM City.

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Sex: Male | Date of birth 22/06/1991 | Nationality Vietnamese

SUMMARY

Personal Branding Statement

- Responsible, Energetic, Enthusiastic, Careful.

Specialties

- Thinking & Analytical Aptitude.
- Communication skills.
- Complex problem solving skill.

WORK EXPERIENCE

October 2012 – December 2017

VIETQUAN COMPANY LIMITED

Position: Chief accountant

**Responsibilities:**

- Inspection and supervision of the process of receipt and payment: cash register, bank transfer.
- Inspection of debt: Receivable - Payables.
- Periodically synthesize invoices, balance the invoices sold and purchased.
- Synthesis check tax report, financial report, management report.
- Monitoring the borrowing and repayment of banks, making mortgage application documents-short-term loan, contacting procedures for loan, requesting repayment of debt.
- Organize, arrange and assign work effectively.
- Report to the board of directors monthly.
- Interpreting the settlement with the tax authority (5 years of one-time settlement).

**Achievements:**

- The Excellent Staff in 5 years.

June 2016 – Present

**TRINH KHANH SERVICE TRADING COMPANY LIMITED**

**Position: Tax Accounting.**

**Responsibilities:**

- Periodically synthesize invoices, balance the invoices sold and purchased.
- Synthesis check tax report, financial report.
- Making mortgage application documents-short-term loan.

December 2018 – Present

**MEVIFOOD COMPANY LIMITED**

**Position: Tax Accounting.**

**Responsibilities:**

- Periodically synthesize invoices, balance the invoices sold and purchased.
- Synthesis check tax report, financial report.
- Making mortgage application documents-short-term loan.

April 2018 – Present

**HOA THIEN PHU MEDICAL INVESTMENT CORP**

**Position: Bank Accounting and Support Tax Accounting.**

**Responsibilities:**

- Performing banking transactions, paying via banks, disbursing.
- Plan revenue and expenditure, pay in week - month.
- Monthly support to Chief Accountant to submit VAT and PIT reports.
- Interact with HR department to make annual PIT finalization.
- Accounting vouchers into software.

## EDUCATION

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2009 - 2014 **HONG BANG INTERNATIONAL UNIVERSITY**

- Bachelor degree in Accounting and Auditing
- **Grade:** Good
- **Cumulative GPA:** 2.74 out of 4

Sep 2014 **UNIVERSITY OF ECONOMICS HO CHI MINH**

- Certificate of Chief Accountant (**Grade:** Good).

2015 - 2017 **HONG BANG INTERNATIONAL UNIVERSITY**

- The degree of Master of Business Administration.

## SKILLS

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### Computer Skills

- Skilled at Microsoft Word, Microsoft Excel, PowerPoint, Outlook and Internet, Email.
- Deeply understanding Accounting and Tax software, Misa software, Fast Business Online software (ERP), and software for social insurance declaration.

### Language Skills

- **English : B1 (CEFR)**
  - Being fluent in commercial communication.
  - Skilled at making conversations with foreigner.

### Soft Skills

- Skilled at Leadership, Interpersonal and Analytical.
- To be able to go on business trip.
- Problem analysis and solving skills.
- Quick-learner and self-motivated.
- Being good at teamwork and able to work independently.
- Ability to manage time effectively, cope with difficult and get along with changes quickly.
- Ability to perform well under high pressure and meet tight deadline.

## HOBBIES

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Reading book



Traveling



Meeting Friends