


## PERSONAL INFORMATION

	Name:	LO THI TAM		
	Sex:	Female	Marital status:	Single
	Date of Birth:	02/03/1986	ID Card No.:	271854300
	Notice time:	40 days	Expected salary:	USD 2,500

## CAREER OBJECTIVE

- Build upon on experience in Financial Planning & Analysis to lead Company Financial Agenda as part of Management Team

## EDUCATIONAL HISTORY

Time Duration	Qualification & Name of Institution
2004 - 2008	University of Economics HCMC <i>Bachelor - Auditing and Accounting</i>

## TRAINING COURSES

Time Duration	Certificate & Name of Institution
2015	Certificate of Auditor (CPA) issued by Ministry of finance
2012	Certificate: Chief Accountant
2015, 2017	ESL Course and Program in Cebu International Academy_Philippines (1 month)
-	Audit approach training supported by RSM Chio Lim Singapore, 2011, 2012 and 2013
-	Audit approach, Audit Cycle & ISQC 1 training supported by Horwath Malaysia, 2010

## PROFESSIONAL EXPERIENCE

Time Duration 09/2015 - current	<b>TIEN PHAT REAL ESTATE INVESTMENT CORPORATION</b>
09/2014 – 06/2015	<b>EXPRESS DELIVERY SERVICES CORPORATION</b>
Duties:	<p><b>*Chief Accountant</b></p> <ul style="list-style-type: none"> <li>• Manage the Accounting staff and activities ensuring that all routines and reports are completed accurately and on a timely basic;</li> <li>• Executes month end close process including month end account reconciliations;</li> <li>• Executes payroll calculation and payments to</li> </ul>

	<p>vendors/employees/Vietnam authorities;</p> <ul style="list-style-type: none"> <li>• Executes PIT, VAT, and other tax reporting;</li> <li>• Prepare monthly, quarterly, and yearly financial statements including income statement, balance sheet, statement of cash flow, and cost analysis report;</li> <li>• Ensure all accounting records are properly kept and updated in accordance with local tax regulations;</li> <li>• Deal with the bank about loans, interest;</li> <li>• Handle all tax matters and Deal with Tax Department and related governmental authorities;</li> <li>• Responsible for cash management &amp; treasury function</li> <li>• Preparation of monthly reporting package to the BOD</li> <li>• Provide training department with inputs to close the team's skill gap.</li> </ul>
<p><b>Time Duration</b> 09/2008 – 07/2014</p>	<p><b>DTL AUDITING COMPANY</b></p>
<p><b>Duties:</b></p>	<p><b>*Senior/Consultant/Team leader</b></p> <ul style="list-style-type: none"> <li>• Contact client to initiate the audit</li> <li>• Plan and develop the audit procedures schedule</li> <li>• Assign tasks to audit group members</li> <li>• Performing the audit and supervise the audit group's work at client's office</li> <li>• Report the audit results to managers and/or partners</li> <li>• Train new staff members</li> <li>• Prepare audit report according to VAS and IFRS</li> <li>• Audit and analyze financial statements</li> <li>• Compliance review of internal processes and procedures</li> <li>• Consider applicable legal procedures (capital increase, issuing more shares, etc)</li> <li>• Consider the obligations and rights tax (VAT, CIT, FCT, PIT, SFT, EIT, other tax).</li> </ul> <p><b>Major audit clients:</b></p> <ul style="list-style-type: none"> <li>• Vissan One-member Limited Company</li> <li>• Truong Thanh Furniture Corporation</li> <li>• Vinalink - Freight Forwarding and Trading Joint Stock Company</li> <li>• Aureole Business Components &amp; Devices Incorporated</li> <li>• Sonadezi An Binh Joint Stock Company.</li> </ul>