

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

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