

# CURRICULUM VITAE



## HO THI XUAN HIEN

Date of birth : 03 Feb 1983  
Marital status : Married  
Phone No. : 0908 763 375  
Email : [daquyen2001@yahoo.com](mailto:daquyen2001@yahoo.com)  
Address : 725/47/7 Truong Chinh St, Tan Phu Dist, HCMC

## CAREER OBJECTIVES

A challenging career in company that utilizes my skills in finance, accounting and learn such a great experience from BOD.

## EDUCATION

2010 – 2013 MBA in Finance – Banking, University of Economics, HCMC  
2001- 2005 BA in Accounting and Auditing, University of Economics, HCMC  
2007 Chief Accountant Certificate - Ministry of Finance  
2003 English – Intermediate

## ACHIEVEMENTS

Management skills, high degree of self- organization.  
Strong interpersonal and communication, good at teamwork.

## PROFESSIONAL EXPERIENCES

**Lozi Vietnam JSC** (Loship, E-commerce platform operates in 12 Cities of Vietnam)

### **Chief Accountant**

**Oct 2019 – Jun 2022**

- Oversee the company accounting systems, accurate records and financial documentation, perform risks management.
- Liaise with bankers, State Bank of Vietnam and taxation.
- Work with external audit annually and financial due diligence.
- Provide guidance and build-up accounting team from zero to 6 staffs.

- Perform monthly/ quarterly/ yearly financial report for various requirements.
- Check and evaluate the internal control system
- Control online payment: Momo, Zalo,...and shipper/ merchant wallet
- Develop and implement improvements in the accounting procedures and systems of the company to enhance the efficiency with 12 cities in Vietnam.
- Analyze cash flow, inventory turns, revenue.
- Continuously update the recent regulations and policies
- Work with tax officer on daily activities guidance

#### **Garsoni Vietnam Co., Ltd. (A subsidiary of Garsoni International Fertilizer Corporation)**

##### **Chief Accountant**

**Apr 2019 - Oct 2019**

- Leading and controlling daily activities of Accounting division
- Oversee monthly budget controlling and analyses variance
- Forecast on cash flow, sales and profit
- Ensure all financial functions and accounting activities of the Company are in accordance with statutory requirements, company policies and procedures
- Review and approve weekly payment schedule to Vendor or operation expenditure
- Coordinating with marketing and Sale department to setup and review commission scheme for salesman, selling price and discount policies
- Work with external Tax Inspection agency

#### **Movemax System Vietnam Company Limited (Forwarding services)**

##### **Chief Accountant**

**Oct 2016 - Mar 2019**

- Responsible for monthly/ quarterly/ yearly financial statement reports;
- Control company expenditure, financial status and cash management;
- Assist in timely & accurate generation of management reports for monthly, yearly closing to head office in Korea. Prepare weekly/monthly budget/forecasts submission.
- Prepare quarterly & yearly and ad-hoc reports for Tax Department
- Liaise with external auditors, tax authorities and in relation to accounting & finance matters.
- Updates tax laws and regulations and any specific information related to the operation of the company.
- Co-operate with other departments to support for accounting function.
- Support human resources matters such as: preparing labor contract, registering social insurance for staff, payroll calculation...

#### **Gruenkorn & Partner Law Co., Ltd (A law firm)**

**Chief Accountant****May 2015 - Apr 2016**

- Prepare Financial Statement report and weekly/ monthly/ quarterly Budget.
- Be responsible for all tax reports.
- Managing and controlling the day-to-day activities of accounting team. Support and work with other departments on tax / accounting issues.
- Suggesting and setting up procedures in order to control expenditures, revenues.
- Working with tax officer for the tax issues, especially CIT finalization and auditors on yearly audit.
- Advising our foreign clients concerning on tax in Vietnam.

**Colliers International Vietnam (A real estate agency)****General Accountant****Sep 2008 - Apr 2015**

- Monitor accounting system including account payable, receivable, general ledger, petty cash and cash flow. Check, review; reconcile Viet Nam financial & accounting reports.
- Preparing monthly/ quarterly Tax report: PIT, VAT, CIT, and FCWT...
- Prepare monthly/ quarterly reports that were requested by Collier Group.
- Preparing monthly financial results, quarterly forecast, performance reviews, annual budget.
- Ensure all accounting transactions are recorded complying with VAS, Government regulations and company internal rules.
- Work closely with other department for yearly budget.
- Liaise with external auditor and tax authorities for year-end report finalization.

**SaiGon Thuong tin Real Estate (Sacomreal)****Internal control****Mar 2008 - Aug 2008**

- Checking the internal control systems compliance with company's regulation, taxes and government. Writing report problems and handle the situation.

**Auditing and Consulting Limited Company (A&C)****Auditor****2005 - Mar 2008**

- Checking the compliance of the internal control system.
- Identify and discuss the mistakes (if any) in the accounting.
- Consult to the client the best solution which is suitable with the current Vietnamese accounting law system. Offer the suggestion to draft the management letter.

**Expected salary: VND 40.000.000**