



PHAM THI HANG

General Accounting

Fuji Apartment, Do Xuan Hop Street,
Phuoc Long B Ward, District 9, HCMC

phamhangkt1991@gmail.com

0379776781

EDUCATION

10/2010 + **HO CHI MINH CITY INDUSTRY AND TRADE COLLEGE**

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10/2013 | Major: Corporate accounting

WORK EXPERIENCE

11/2013 + **CO-CO TECHNOLOGY COMPANY LIMITED**

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12/2015 | accountant

- Doing human resources jobs such as insurance, labor contracts
- Store accounting documents and books according to regulations
- Support contract compose deputy director, contact customer quotes, send and receive fax records, check the receipt of goods, banking transactions

01/2016 + **GOLDEN STAR ACCOUNTING AND CONSULTING COMPANY LIMITED**

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08/2019 | General Accountant

- Follow up payable and receivable account, salary, tax report, summary expenses, cost, profit and loss report
- Being responsible for Financial statement reports in monthly, quarterly & yearly basic
- Being responsible for Tax reports & dealing directly with Tax officers for related issues
- Dealing & working with internal & external auditors for the audit period yearly
- Maintaining & developing the accounting procedures, making sure that the company's procedures are consistent with current policies.
- Track and record company expenses
- Regularly updating tax regulation, circulars, ... relating to the company's field
- Contribute to the year-end external audit and tax finalizations process in accordance with local legal requirements to ensure VAS and tax compliance
- Performed general office duties and administrative tasks.
- Controlling monthly salary payroll, daily record, overtime calculation, ensure payment monthly salary on time in confidential.
- Manage social insurance, medical insurance, ensure do it under Vietnam insurance law.
- Controlling training contract, probationary contract, labor contract for employee

+ **GENERAL ACCOUNTANT**

↓ | Salary expectations: 12.000.000-15.000.000(VND/month)

OBJECTIVE

- Striving to become a financial analyst, help businesses have the right direction, make the best use of capital to create better resources for businesses.
- Instructing for businesses to operate under tax laws

COMMUNITY SERVICE

+ EXAM SEASON SUPPORTING 2012



volunteers

Helping students from the countryside to the city have a stable place to prepare for university and college exams

- Share, encourage students to overcome difficult times, help them think optimistically, check better

SPECIALIZED SKILLS

03/2016- Short-term course on tax
06/2016

10/2012- Office computing: Winword, Windows, P.Point, Manh
10/2013

04/2017- Certified as Head of Accounting Department of University of Economics.
07/2017

English used in communication

REFERENCES

Mrs. Huỳnh Thị Thùy Trinh ... - Manager
GOLDEN STAR ACCOUNTING CO., LTD
Contact:028 6256 8668