**CURRICULUM VITAE**

Post applied: **Finance Manager/Finance Controller**

**PERSONAL INFORMATION**

Name                         **Nguyen**

Sex                            Male

Date of birth               12/12/1967

Nationality                 Vietnamese

Marital status              Married

Cell phone                  091xxxxxxx

E-mail                        xxxxx@yahoo.com

Address                      HCMC

**OBJECTIVES**

* To become a professional financier.
* To work in a more professional and challenging working environment that helps to advance the abilities of financial management and financial analysis
* To contribute accumulated knowledge and experience to business
* To find a stable job with promotion prospects and competitive salary

**EDUCATION**

1985-1989                  BA - The Economic University of HCMC

1998-2001                  BA in English - the University of Social Sciences and Humanities

2005-2007                  MBA - CFVG in HCMC

**PROFESSIONAL QUALIFICATIONS:**

2001                           ISO Internal Audit Certificate

2002                           Chief Accountant Certificate - Ministry Of Finance of Vietnam

**TRAINING COURSE:**

Team building, Solving problem, Time management, Project management, Leadership.

**EXPERIENCES:**

***08/2009 to now:           Finance Manager***

***AAA Vietnam Company Ltd., HCMC***

***Main business: Mechanical Seals***

**Main duties:**

Report to General Director, dot line to Regional Finance Manager

Supervise 4 staffs (2 accountants, 1 administrator, 1 purchasing officer)

* Responsible for monthly financial reports.
* Analysis of operating expenses and revenue.
* Group reporting package (IFRS).
* Establish company yearly budget, quarterly forecasting.
* Control company expenditure and financial status.
* Cash management.
* Conduct audit schemes (VAS).
* Responsible for reports on taxes, banking and labors.
* Assist in Sales strategies.
* Work closely with Sales Manager to follow up budget and forecast as well.
* Monitor Corporate Policies.
* Payroll Administration.
* Take care Human resource & Administration.
* Co-coordinating Vung Tau Branch and Distributors.

***01/2007 to 04/2009:    Finance Controller***

***BBB JSC***

***Main business: Metal packaging***

**Main duties:**

Report to General Director

Supervise staffs: Accounting Manager, IT Manager.

* Responsible for financial and management functions including the review of systems of internal controls and financial procedures and providing advice to the business units on all financial matters.
* Ensure efficient running of the accounting and information department.
* Plan and control of overhead expenditures and financial results  
  established long term objectives.
* Manage the accounting system including accounts payable, accounts receivable, general ledger, project costing, inventory, cash flow projection, credit and corrections to contribute to overall financial and performance results. Ensure compliance with corporate, local statutory requirement through appropriate record keeping.
* Work proactively with management team to control actual financial results consistent with operating plan commitments for the organization.
* Prepare and analyze monthly financial results, quarterly forecasts, performance review and annual budget, yearend reporting and year end package.
* Maintain adequate procedures and controls to ensure accuracy of job costs.  
  Establish adequate internal controls and procedures to safeguarded and protect company assets.
* Payroll Administration.
* Liaise with bankers, auditors, tax agents, legal consultants and statutory bodies.

**Achievement:**

* Set up accounting system
* Conduct accounting software
* Set up finance and accounting report system
* Set up internal financial control procedures

***02/2004 to 01/2007:    Finance and Accounting Manager***

***CCC Company***

***Main business: Fertilizer and pesticide***

**Main duties:**

Report to Finance Director

Supervise 7 staffs: general, receivables, payables, costing, banking, asset accountants and cashier.

* Budgeting
* Financial report and analysis
* Making income bridge, expense bridge between actual and budget
* Cash management
* Assist Financial Director with financial strategy.
* Loan and hedging
* Approve payment
* Monitor salary system
* Managing accounting activities of branches

**Achievement:**

* Reorganize accounting dept.
* Restructure accounting system

**Reason for leaving:**

* To upgrade career

**LANGUAGE:** English / Good

**PC SKILL:** MS Office (Word, Excel, Power Point, Access)

Accounting software/ERP: SAP, Sun System, Navision, Hyperion, Lemon3, Oracle, Asia soft.