



TRAN HOANG PHUC

ACCOUNTANT

CONTACT

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- 01/07/2002
- Binh Thanh, HCM City

EDUCATION

- Ho Chi Minh City Open University** (2020-2024)
- Major: Business Finance (learn 50% in English)
- GPA: 7.02/10
- Studied ACCA F2-3-7-8 at university
- The English proficiency requirement of the university program: B2 level.
- Awarded 3 Academic Scholarships
- Second Prize in the Faculty Scientific Research Competition

SKILLS

- Accounts Payable
- Invoice Processing
- Bank & Invoice Reconciliation
- Microsoft Excel
- QuickBooks
- EInvoice & Rosy Systems
- ERP System
- Problem-solving
- Attention to Detail

OBJECTIVE

To broaden my knowledge across different areas of accounting through continuous learning and hands-on experience. My long-term goal is to become a General Accountant with a strong understanding of end-to-end accounting processes.

WORK EXPERIENCE

● Broker – SSI Securities Corporation

2023 – 2024

- Provided investment consulting and recommendations to clients based on market analysis
- Conducted stock analysis using fundamental and technical approaches
- Monitored market trends and evaluated financial data to support decision-making
- Strengthened analytical thinking, communication, and problem-solving skills through client interaction

● Accounts Payable Accountant – Phalanx Services Co., Ltd.

05/2025 – 05/2026

- Managed AP aging, reviewed outstanding balances, corrected or removed incorrect bills, and reported discrepancies
- Recorded invoices in QuickBooks and ensured accurate classification of SG&A expenses
- Tracked and allocated prepaid expenses, reconciled with source data, and resolved discrepancies in QuickBooks
- Analyzed prepaid expense fluctuations across periods, identified unusual variances, and explained root causes
- Performed bank reconciliation between CashPro and QuickBooks, matched transactions, and resolved discrepancies
- Processed payments via checks and ACH, ensuring timely execution
- Communicated with vendors to resolve payment-related issues
- Prepared and submitted reports on reconciliation issues and discrepancies

● Accounting Staff – L&E International Paper Packaging Vietnam Co., Ltd.

05/2026 – 07/2026

- Issued outgoing e-invoices (VND & USD), including trade discount invoices, using the EInvoice system.
- Resolved invoice-related issues, including invoice adjustments, replacements, cancellations, and invoice reconciliation.
- Recorded gift transactions in the Rosy accounting system.
- Provided customers with HS codes based on issued invoices.
- Leveraged AI-assisted tools to automate HS code mapping and line-by-line tax data extraction from invoices for tax reporting.