



NGUYEN NGOC MINH TAM

Accountant

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📍 District 5, HCMC

OBJECTIVE

Final-year Accounting student at the University of Economics Ho Chi Minh City (UEH), seeking a full-time Accountant position in an in-house or accounting services environment. With a solid foundation in accounting and taxation, I aim to apply my knowledge to accounting operations, financial data management, and reporting while developing practical expertise and contributing to accurate and efficient accounting processes.

EDUCATION

- 09/2023 - 12/2026 **University of Economics Ho Chi Minh City (UEH) |**
Bachelor of Corporate Accounting
- Achieved a **4.0/4.0** grade in the **Vietnam Tax System**.
 - Conducted a research project titled *"Evaluating the Impact of Tax Shield on Firm Value: An Empirical Study of Import-Export Enterprises."*
 - Awarded **Young Researcher 2025 - B Prize**
- 08/2026 - present **ACE The Future Center | ACCA F6 - Taxation**
Course in Progress

WORK EXPERIENCE

- 06/2026 - present **Classic Fine Foods Vietnam (METRO AG Group) | Accounting Intern**
- **Processed and verified 100+ supplier document packages**, including invoices, purchase orders, tax documents, contracts, insurance documents, and shipping records, ensuring accuracy and compliance with internal policies.
 - **Entered and maintained invoices, contracts, and insurance-related documents** in the accounting system, ensuring accurate and timely recordkeeping.
 - **Recorded and reviewed input and output VAT invoices**, checking VAT amounts and supporting documents for accuracy and completeness.
 - **Reviewed input VAT creditability and output VAT liabilities**, supporting accurate VAT reporting and compliance with tax requirements.
 - **Reconciled purchase orders, invoices, and supporting documents** to identify discrepancies and facilitate timely resolution with relevant teams.
 - **Reviewed accounts receivable records and followed up on outstanding invoices**, supporting accurate customer balances and payment tracking.
- Technical Skills Applied:** Microsoft Excel, Accounts Receivable, Invoice Verification, Purchase Order Reconciliation, Document Management

12/2025 - 03/2026	Vietvalues Assurance & Consulting Co., Ltd. Audit Intern • Performed substantive testing on cash and cash equivalents (VND and foreign currencies) for 4+ audit engagements in accordance with Vietnamese Accounting Standards. • Identified discrepancies in cash reconciliations and recommended adjustments to improve the accuracy of financial records. • Evaluated foreign exchange revaluation entries and verified the appropriate application of exchange rates. • Assisted senior auditors in preparing audit working papers and audit reports, ensuring completion within engagement deadlines. • Utilized Microsoft Excel (Pivot Tables, VLOOKUP) to analyze financial data and verify supporting documentation. • Technical Skills Applied: Financial Analysis, Cash Reconciliation, Audit Documentation, Microsoft Excel
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ACTIVITIES

09/2023 - present	TaxGroup Academic Department Member • Managed content and operations for the internal tax advisory platform "Hộp Thư Tư Vấn Thuế Online," supporting 500+ students with tax-related resources and guidance. • Prepared competition materials, organized documentation, and coordinated logistics for a academic tax competition with 2,000+ participants, ensuring timely execution and compliance with event requirements. • Coordinated tax knowledge-sharing sessions and student engagement initiatives, reaching 50+ students and promoting awareness of Vietnamese taxation.
03/2024 - present	Kid MC Club English Mentor • Facilitated weekly English conversation sessions for 40+ children per session by coordinating interactions with international volunteers and fostering an engaging English-speaking environment. • Directly mentored a group of 8 children per session, helping them build confidence and improve their English communication skills through interactive activities. • Planned and coordinated learning activities, monitored participants' progress, and maintained 90% positive feedback from parents throughout the program.

AWARDS & CERTIFICATIONS

2025	Young Researcher 2025 – B Prize
2025	Microsoft Office Specialist (MOS): Excel, Word & PowerPoint
2024	English for Career Development – MOOC, University of Pennsylvania & U.S. Department of State