



Phạm Mộng thường

ACCOUNTING STAFF

-  pham.mong.thuong.3760@gmail.com
-  0916821115
-  Hamlet 5, Vinh Tan Tan Uyen Commune, Binh Duong Province
-  16/06/1991
-  Female

CAREER OBJECTIVE

- Hope to find a job with high salary
- Hope to find a place to devote yourself

WORK EXPERIENCE

TECHTRONIC INDUSTRIES VIETNAM MANUFACTURING CO., LTD

03/2021 - Current

Position: ACCOUNTING MATERIALS CLERK

Description:

Daily receive invoices, documents from the Warehouse/Purchasing departments... use, enter information into the system, prepare to arrange storage/goods locations as required.
Check to ensure complete delivery documents for each shipment.
Scan, store import - export documents monthly - quarterly.
Make and send reports on the work in AP team, department head
Other duties as requested by the department head.

JINXIN VIETNAM PLASTIC COMPANY

09/2020 - 02/2021

Position: ACCOUNTING STAFF

Description:

Receive invoices and vouchers from suppliers on a daily basis.
Scan, store import - export documents monthly - quarterly.
Make and send monthly work reports to department heads
Other duties as requested by the department head.

COMPUTER SKILLS

EDUCATION

GRADUATED COLLEGE OF ACCOUNTING

08/2011 - 09/2014

School / Training School: CA MAU
Community College

Classification: Ordinary

Faculty: 2011-2014

SKILLS

- ✓ Management skill
- ✓ Effective time-managing
- ✓ Easily adapting to new environment
- ✓ Ability to work in group

★★★★

Ms Excel

★★★★

Ms Outlook

FOREIGN LANGUAGE

★★★

English
