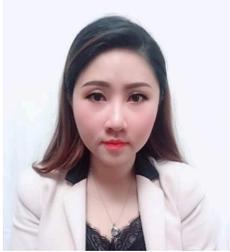


Nga Phan

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Proficiency

HR
Accounting
Finance management
Event Coordination
Support Services
Microsoft Office

Product Promotion
Client Relation
Translation
Management

Sales & Marketing
Facebook Application
Market analysis
Team leadership

Education

2012 - 2014 Master of Professional Accounting AUT University, New Zealand

The MPA meets the academic requirements for membership with the ACCA (Association of Chartered Certified Accountants), CA ANZ (Chartered Accountants Australia and New Zealand), CIMA (Chartered Institute of Management Accountants), CPA Australia (Certified Practicing Accountants Australia)

2006 - 2010 Bachelor of Commerce RMIT University, Australia-Vietnam

Profile

Experience in Accounting , Operation and Supervisor with management style in New Zealand
Experience Sales & Marketing and Public Relations fields
Strong leadership, management, communication and problem solving skills
Detail orientation, deadline driven and goal focused
Customer service and compliance are my strength
Proficient in Microsoft Office tools
Available for travel and relocation

Experience

2018- 2020 - Operation Manager – EgoPulse Viet Nam JSC

- Plan, coordinate and manage all administrative procedures and systems
- Monitor costs and expenses to assist in budget preparation in order to achieve financial objectives
- Manage and maintain office activities by establishing policies, procedures, and work schedules.
- Provides historical reference by developing and utilizing filing and retrieval systems.
- Provide technical and logistical support for all administrative personnel
- Negotiate and select vendors to get cheapest deal for high quality products or services
- Assist and schedule appointment and internal meeting on behalf of the General Director
- Apply visa, work permit and residence card for foreign employees
- Plan and monitor the business trips to Singapore and Germany
- In charge processing Social insurance and private insurance
- Analyzing monthly invoices and prepare accounting and financial reports
- Participate in HR for recruitment and activities related like KPI, reports and salary
- Plan and manage all company's events and activities

2016- Sales & Operation Manager- Greenway Investment Consulting Co., Ltd.

- Achieve financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.
- Maintain professional and technical knowledge by attending educational workshops; benchmarking professional standards; reviewing professional publications; establishing personal networks.
- Develop new promotional campaign and marketing strategy to approach new investors
- Negotiate new contract with vendors to get cheapest deal for high quality products or services
- Co-manage all online marketing and establish strong social media presence across Facebook, website and online newspapers
- Consult investor about EB5, real estate and summer camp
- Process source of fund documents for investors to apply I526 (USA Green card)

Personal Information

Gender: Female
Hobbies: Music, travelling, photography, and reading
Language: English and Vietnamese

- Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Accomplished staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures

2016- Auditor– JLC Asia and Little Hong Kong (Contract)

- Support Auditing different factories according to BSCI standard

2015- Real Estate Sales & Marketer _ Brookwater Resort Investment (Contract)

- Establish and maintain relationship with clients
- Self-market and market others within team
- Interview clients to determine what kinds of properties they are seeking
- Visit properties to assess them before showing them to clients
- Arrange events and meeting between buyers and sellers
- Answers clients' questions regarding construction work, financing, maintenance and appraisals
- Innovate marketing strategies
- Train and mentor new sales consultants

2012-Present _Charity Project Leader _World Challenge UK (Contract)

- Experienced in event planning and organize programs for charity
- Experienced in dealing with different kind of people
- Help students communicate and enjoy local life style
- Help teacher to give students real social experience
- Guide and encourage international students to participate in discussion and activities

2015 Accountant _ The Body Corporate Administration-New Zealand

- Prepare and verify daily reports and levies by using Shrata system
- Receive and process high volumes of invoices
- Issue and send invoices to customers
- Make electronic back-up copies of all invoices and then storing them
- Accruals and prepayments
- Provide administrative support to the company's accountants
- Gathering, collating, and classifying accounting data.
- Keep client details up to date

2014 Accountant _ Glendene Fresh Market –New Zealand (Contract)

- Prepare daily sale reports
- Maintain a record of monthly, quarterly and yearly accounting statements
- Manage accounts payable, accounts receivable, and payroll departments
- Coordinate monthly payroll functions for employees
- Exceptional customer service; able to make good relationship with customers
- Credit card and cash payments
- Prepare annual company accounts and reports
- Analyze the accounting details of different clients

2012-2013 Store Manager _ Irish Fashion company

- Provide marketing strategy and customer service
- Experienced in recruiting, training, appraising and supervising staffs
- Bring the latest trends to the high street at affordable prices
- Analyze sales figures and forecasting future sales volumes to maximize profits
- Keep costs within budget.
- Able to effectively communicate technical information into simple terms
- Able to build rapport and trust with people quickly and easily.
- Participate in the supply contract negotiation process

- Collect and analyzing international market data.
- Conceptualize effective consumer advertising campaign and open new distribution channels

2010 Sales & Marketing executive_ Boston Asset Management

- Provide simple and clear marketing strategy and customer service
- Participate in the contract negotiation process
- Collect and analyzing international market data
- Contact newspapers, advertising agencies and other organizations
- Attend networking events and seminars

2008 Project Manager _ Rmit University

Raising funds for donating to The Centre of Rehabilitation & Support for Handicapped Children

- Experience in event planning and project management
- Experience in dealing with different kind of suppliers and customers
- Balance time between learning and working by scheduling a clear timetable
- Experience in assigning members to suitable position for the project
- Experience in solving conflict between team members by giving reasonable feedback
- Set up financial plan and keep cost within budget
- Prepare financial statements

Extra-Curricular Activities

2012 -Present Charity Project Leader _ World Challenge UK

2010 -Financial Leader of RMIT Photography Club

2009 -Marketing Member of RMIT Event Club

Volunteer for RMIT Phu My Bridge Phun Run Day