

CURRICULUM VITAE

1. Personal Information



- **Family name:** Trần Thị Kim **First name:** Thoa
- **Date of birth:** 18/09/1973
- **Qualification:** Bachelor of Economics (accounting business majors)
- **Company:** Fisheries Technology Services Center of Vietnam (FITES)
- **Company's address:** A7 Building, No 10 Nguyen Cong Hoan Road, Ba Dinh, Hanoi
- **Telephone:** 043 7711715 **Mobile:** 0977 345 595;
- **Email:** kimthoa1809@gmail.com

2. Employment Record

Period	Company	Position
From 2/2011 up to now	Fisheries Technology Services Center of Vietnam (FITES)	Vice Director
10/2008 - 01/2011	Fisheries Technology Services Center of Vietnam (FITES)	Chief Accountant and Head of Office
01/2007 - 09/2008	Program Management Unit of fisheries support in Phase II (FSPS) Son La (project was developed by the Danish Government funding)	Project Accountant
11/2001 - 12/2006	Project Management Unit of Infrastructure sector – ADB Son La Province (funded by Asia Development Bank cooperate with French Development Agency)	Project Accountant
1/1997 - 10/2001	Departement of Agriculture and Rural Development, Son La Province	Finance and Accounts Officer
5/1994 - 12/1996	Departement of Agriculture and Rural Development, Son La Province	Finance and Accounts Officer

3. Experience and skills

No.	Experiences/Skills	Description
1.	General Accountant / Chief Accountant	<ul style="list-style-type: none"> - Prepare financial statements, management reports, statistical reports... - Prepare tax reports. - Collate, analysis and calculate the cost; policymaking and seeking the optimal accounting solutions. - Update and apply the law in (tax, accounting, labor, insurance ...) in the finance and accounting. - Explanation, prepared documents and data to partners when they require.

		<ul style="list-style-type: none"> - Internal Auditor. - Recommend and propose remedies.
2.	Accounting details	<ul style="list-style-type: none"> - Monitoring and reporting of cost management and the cost of production and business activities - Accounting salary/ social security / health insurance - Accounting of fixed assets / cash / bank deposit / joint venture capital contribution/ liabilities tracking process.
3.	Project Accounting	<ul style="list-style-type: none"> - Receive, inspect, review the legality of invoices from expenditure / disbursement vouchers under the project. - Document system management, accounting records according to the regulation of Vietnam and donors. - Disseminate and guide the project staffs and the organizations / individuals involved in project activities in accordance with the order, prescribed procedures ... - Prepare periodic and irregular reports of project as requested by the donors. - Procedure for tax registration, tax returns, periodic tax reports and prepare the reimbursement documentation in accordance with ODA projects regulations. - Explanation of data which required by the audit and tax agencies. - Finalization and project closeout; - Collaborate with colleagues to implement the project such as plan making, post bidding, procurement bidding and selection of consultants. - Accountant of rural infrastructure project (ADB) / JICA (Japan)/ FSPSII (DANIDA), SUPA (Netherlands)
4.	Administrative Accounting	<ul style="list-style-type: none"> - Account the expenditure budget for administrative affairs/ sector program / the Department of Agriculture and Rural Development
5.	Work skills	<ul style="list-style-type: none"> - Professional skills in accounting - Synthesis skill/ data analysis - Investigation skill, interview and writing reports - Skill of cooperating with non-governmental organization and state management agencies in Vietnam - Work independently and teamwork
6.	Soft skills	<ul style="list-style-type: none"> -Excellent in Word, Excel, Accounting software, Tax software...