



# Tran Quy Phong

## About me

An open-minded, team player, high sense of commitment and responsibility person with broad experience in Vietnamese taxation, finance and general administration.

I am looking for a working environment built on trust and integrity, a board of leaders who fosters a culture of encouraging people to collaborate in harmony, constructive and meaningful manner.

## KEY SKILLS

Time Management	80%
Coaching	70%
Self-learning	70%
MS Office	90%



### ADDRESS

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### EMAIL

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## EXPERIENCE

### KPMG Vietnam • Tax Manager

Oct 2020 – Present

- Manage all aspect of tax & customs compliance and advisory projects, including but not limited to clients' expectation, team performance, financial management (WIP, invoicing, etc.)
- Communicate with Partner and Directors to update on the project progress and ensure the project meets standard quality
- Manage the performance and coach junior team members to help them reach their full potential
- Support in training and businesses development activities e.g. preparing presentation deck for seminars, training material, etc.

### L'Oréal Vietnam • Corporate Controller

Jun 2020 – October 2020

- Manage monthly closing
- Actual versus budget analysis
- Coordinate with budget owners to build budget and trend
- Control and approve spending request
- Compliance review on cost in SG&A and internal control

### EY Vietnam • Tax Senior

Nov 2016 – Feb 2019

- Work closely with Managers and Director in conducting tax & customs compliance and advisory project
- Support clients to work with tax/customs authorities during the tax/customs audit
- Mentor new joiners and assist them to develop technical skills

### KPMG Vietnam • Tax Consultant

Oct 2014 – Sep 2016

- Participate in conducting and completion of human capital advisory and compliance projects e.g. payroll, PIT, compulsory insurance, work permit
- Communicate with Senior at each stage of the projects
- Prepare necessary documentation for Senior's review

### Olalani Resort & Condotel (Danang) • Accountant cum HR

May 2013 – Feb 2014

- Assist in dry-run and implementation of ERP systems
- Review the source documents and post accounting entry
- Manage payroll and employees' records
- Liaise with bank for timely payment to stakeholders
- Support General Director in recruitment process

## EDUCATION

On-going • CPA Australia

May 2019 • Data Analysis • Coder School

May 2015 • Chief Accountant Training • University of Economics HCMC

June 2013 • Bachelor of Financial Management • Danang University of Economics