



Do Ngoc Tu

Office Staff | Hung Yen

CONTACT

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SKILLS

- Cash and bank accounting
- Chinese (HSK4)
- Inventory management
- Recruitment and HR records management
- Working knowledge of labor law
- Timekeeping and payroll support
- Proficient in Microsoft Word, Excel, and MISA software
- Task organization, records management, and 5S methodology
- Strong communication and teamwork skills

HOBBIES

- Playing guitar
- Gym
- Drawing
- Reading

CAREER OBJECTIVE

I'm looking to build a career in Accounting or Human Resources, where I can put my professional knowledge and hands-on experience to good use — cash and bank accounting, inventory tracking, timekeeping, payroll support, and HR administration. I'm committed to continuous learning and growing my expertise to contribute to a company's success.

EDUCATION

Vietnam Maritime College I

Accounting · 2020 - 2023

WORK EXPERIENCE

Juncheng Vietnam Co., Ltd. (Branch)

Accountant; HR Staff · 2024 - 2026

- Managed cash receipts and payments, prepared receipt/payment vouchers, and tracked the company's cash fund.
- Handled bank transactions and checked and archived related documents.
- Tracked inventory in and out, verified figures, and coordinated with relevant departments to ensure accuracy.
- Managed and compiled timekeeping data for 600 to 1,200 workers.
- Maintained employee records, labor contracts, and other HR documents.
- Posted job openings and screened candidate applications.
- Coordinated and scheduled interviews and supported the onboarding of new hires.
- Handled administrative and office tasks and other duties as assigned by management.
- Used Excel and MISA software for accounting, data management, and internal reporting.

HIGHLIGHTS

I'm a careful, responsible worker with a fast learning curve and strong adaptability to new environments. Backed by a solid accounting foundation and hands-on HR experience, I'm looking to keep growing professionally in a workplace that values that.