



# MANH QUYNH TRANG

Tax & Accounting Consultant

## CONTACT

Tel.: (84-24) 3537 6939

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## EDUCATION

🎓 Vietnam University of Commerce  
Bachelor in Accounting | 2011 - 2014

🎓 Vietnam University of Commerce  
Bachelor in Business English | 2008 - 2012

## LANGUAGE

Vietnamese

English

## INTRODUCTION

Manh Quynh Trang is now acting as the Accountant of NHQuang&Associates. She is responsible for accounting entry, client billing, account receivables management, tax report and declaration, contacting and resolving tax issues with tax officers.

## AREA OF PRACTICE

- Accounting
- Tax

### **ACADEMIC ACTIVITIES**

- Certificate for practicing services on tax procedures, General Department of Taxation, 2017
- Chief Accountant Certificate, Ministry of Finance, 2021

### **TYPICAL RESEARCH**

Cooperate with and support research and development projects conducted by the firm including translation, reviewing internal regulations related to taxation, accounting, internal expenditures and management of assets and capital of the enterprises.

### **PRACTISING EXPERIENCE**

- Taking responsibility for accounting transactions for services, trade, and manufacturing enterprises.
- Verifying accounting documents to ensure compliance with company regulations and laws.
- Monitoring accounts receivable and accounts payable, prepare reports, and file tax returns.
- Preparing and review the accounting records for auditing and tax settlement purposes.
- Providing advice on tax filing and settlement, update on tax policies.
- Participating in reviewing and evaluating compliance with tax laws, internal expenditure regulations, and management of assets and capital of the enterprises.