**MINH NGUYEN**

**B. Econ, M. Ac, ASA**

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**SKILLS & COMPETENCIES**

* Proficient in financial management and general accounting
* Budgeting and financial model building
* Complex reconciliations and month-end reporting
* Ability to interrogate and convert data into reports and dashboards
* Pioneer process streamline and improvements
* Motivated, transparent and result-driven individual

**EMPLOYMENT HISTORY**

**GCP Hospitality –** Funds management company specialising in hospitality administration, which manages 39 properties with 7,450 keys worldwide by 3000 associates

**Asset Management Officer** | Jun 2019 – Present

* Manage and monitor renovation project ensure meeting all program deadlines and budgets while minimising financial impacts for the property.
* Assist the VPs and COO with internal periodic reports, analysis and insights of operational budgets and capital expenses.
* Review daily performance data of 4 properties and provide recommendation for improvements to Operation Teams.
* Prepare monthly and quarterly reports to the Management and Investment Trusts.
* Identify costs optimization and revenue generating opportunities and provide recommendations.
* Assist Finance Departments in preparing financial statements, reports, reconciliation and general duties as required.

**Toll Group** – One of the largest multinational subsidiaries of Japan Post Holdings, with businesses across 50 countries. 2018 revenue $8.2 billion, 44,000 employees across the globe.

**Accounts Officer - Payable**| September 2018 – May 2019

* Executed Accounts Payable functions include executing invoice data-entry, 3-way matching and authorise payments assure 100% accuracy.
* Worked with Regional Finance Business Partners and Branch General Managers to deliver timely payments for subcontractors and agents nationally and resolve any related issues.
* Developed payment model to streamline weekly payroll payment processing of up to $5 million.
* Reconciled statements, perform accruals and costing, and maintain general ledger ensures tolerances are within 5% of projected cash-flow.
* Mentored and trained 6 junior staff on how to use UNIBIS/ Oracle for payable procedures.
* Participated in Oracle implementation and attend training workshops with senior leads and managers to identify issues and advise improvements in accounts payable and payroll procedures result in a 30% of processing time reduction.

**InterContinental Hotels Group** – Fourth largest hotel group with 5000+ properties across the world. 2018 Revenue $4.3 billion, 35,000+ employees and 800,000+ guest rooms

**Assistant Accountant |** March 2018 – July 2018

* Assisted in budget preparation and maintained spending level of Food and Beverage Department at 8% of revenue to maximise ROI.
* Performed accounts payable functions for 400+ trading suppliers and accounts receivable functions for 250+ travel agents and government bodies.
* Executed daily bank statement and balance sheet reconciliations using PeopleSoft Financials ensures 100% match with actual cash-flow and complying with current policies and regulation.
* Audited daily Consolidated Statement of Activities, which is a consolidated report of all operational activities, ensure fully complied with department’s policy and financial reporting legislations.
* Built and maintained strong relationships with internal departments and external stakeholders such as hotel guests, suppliers, travel agencies…

**Delta Plus Pty Ltd** – Family-owned business specialises in wholesaling and distributing of beauty products, salon fittings and accessories.

**Accounting Assistant** | December 2016 - August 2017

* Performed daily FIFO data entries and stock management on daily basis by matching purchase order and receiving good.
* Performed stock count/ stock control on daily basis ensuring 100% matched with system’s record.
* Processed transactions, invoices, payments and refunds and perform banking reconciliation on daily basis.
* Assisted manager with various month - end reports and other admin tasks.

**EDUCATION & QUALIFICATIONS**

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| **2018 - Present** | **Associate** | **CPA Australia** |
| **2017 - 2018** | **Professional Development Program** | **Monash University** |
| **2015 - 2017** | **Master of Accounting and Financial Management** | **La Trobe University** |
| **2012 – 2015** | **Bachelor of Economics** | **La Trobe University** |