

# Nguyen Thi Hong Ngoc

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As a final year student at the International School of Business with a strong foundation in Finance and Accounting, I am actively seeking an internship to apply and further develop my theoretical knowledge in a practical setting. I possess a strong willingness to learn, take on new challenges, and make valuable contributions to your esteemed company.

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## EDUCATION

**UEH - International School of Business.**  
**Bachelor of Business (Finance).**

**Oct 2020 - Present.**

Relevant Coursework:

- Corporate Finance: 8.6/10
- Managerial Accounting: 8.1/10
- Financial Risk Management: 9.0/10

Key Skills and Knowledge:

- Have foundation in corporate finance, accounting, international financial management, financial risk management, and auditing.
  - Proficient in preparing financial statements, solving financial mathematics problems, and analyzing and interpreting financial statements.
  - Understand the role of accounting in business and familiarity with key accounting terms.
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## EXPERIENCE

**Event Department member of ISB Music Club.**  
**Club's treasurer.**

**Apr 2021 - Feb 2023.**

- Oversaw and controlled all club funds, ensuring proper financial management.
- Presented weekly consolidated cash flow reports to the leader and team members.
- Managing cash inflow and expenditure, resulting in improved payment processes and efficient cash flow management.
- Managed all club payments, maintained accurate records, and facilitated future reconciliation.
- Negotiated contracts and terms with suppliers and sponsors to secure advantageous agreements.
- Prepared comprehensive budgets, agendas, and master timelines for club shows and events.

**Belleza Entertainment.**  
**Event Organizer (freelancer).**

**Nov 2022- Feb 2023.**

- Managed and reconciled event budgets, expenses, and timelines to ensure efficient financial management and successful event execution.
- Prepared and analyzed daily and weekly consolidated reports on cash flow.
- Identified cost-saving opportunities and optimized budget allocation by analyzing event expenses and revenue.

## **KEY COMPETENCIES**

- Communication skills
  - Problems solving
  - Critical thinking
  - Interpersonal skills
  - Active learning
  - Proficient skills in MS Office
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## **CERTIFICATE**

### **EF Standard English Test (EFSET)**

EFSET English Certificate 75/100 (C2 Proficient).