

## **OBJECTIVE**

Seeking a position as Controller where extensive experience will be further developed and utilized.

## **KEY QUALIFICATIONS**

- A result-oriented accounting and auditing professional with 15+ years of experience in both corporate and public accounting within the manufacturing, construction, wholesale distribution, transportation, automotive, professional services.
- Hands-on experience with: financial statement preparation and audit, Ad Hoc reporting, month-end close, year-end close, annual audit, budget preparation and variance analysis, reconciliation, general ledger, fixed asset accounting, cost accounting, inventory management including manual counts and annual audits.
- Strong understanding of Generally Accepted Accounting Principle (GAAP), knowledge of the Generally Accepted Auditing Standards (GAAS)
- Develop implement internal controls procedures, strong problem solving, documentation, and research and resolution
- Strong communication and interpersonal, collaborative team player and effective individual contributor dedicated to bottom-line results
- Ability to multi-task, work under pressure and meet deadlines, Creative, imaginative, honest, hard-working, willingness to learn and explore new things, high level of attention to detail, capable of processing large volumes of information.
- Drove the month - end process utilizing NAV, umeQuickBooks Pro, Vantage, RMS, high proficiency in Microsoft Excel (including Vlookups, Sumifs and Pivot table), Microsoft Word, quick learn and use other software tools.

## **WORK EXPERIENCE**

### **Controller**

ABC Inc., Dallas, Texas.

July 2010 - Present

*Manufacturing company of feedblocks and dies for any application or process with 1500 employees*

- Prepares and reviews monthly financial statements and consolidation.
- Completes financial reports and analysis
- Month-end close, year-end close
- Prepare the annual budget, along with weekly and monthly forecasts for each department
- Perform weekly, monthly projected purchase and target for each department
- Prepares weekly, monthly gross margin report for each department
- Prepares and reports analysis on operational performance and budget variances to strengthen cost controls, reduce costs, and increase efficiencies. Makes recommendations as appropriate.
- Verify listings of cost and inventory transactions; correct discrepancies
- Prepare monthly reports of inventory cost and inventory balances by item class
- Compiles cost data for preparation of operating budgets.
- Analyze cost variances and calculate and analyze inventory reserves
- Provide support with month-end close, physical inventory, cycle counting and reporting
- Review all invoices for appropriate documentation and approval prior to payment, including ACH and Wires
- Assist operations in performing audits and maintaining controls
- Prepare year-end audit schedules and assist in the preparation of audit documents
- Other duties as assigned.

**CPA Senior Manager**

CDF Inc.

March 1995 - August 2010

*Auditing and Consulting Company with 500 employees*

- Execute the day-to-day activities of audit and consulting engagements for clients in a variety of industries, including manufacturing, technology, commercial, services.
- Supervises seniors and Staff.
- Responsible for audit program approval,
- Prepare budgets for each engagement
- Assignment of detail work to Staff,
- Run client engagements including pre-audit planning
- Review client accounting, operating procedures and systems of internal control
- Conduct audit tests to verify fair representation of client financial statements
- Review staff prepared work papers and programs
- Prepares financial statements and suggests improvements to internal controls.
- Supervise, train and mentor staff during engagement
- Other duties as assigned

**ACCOMPLISHMENTS**

- Restructured inventory processes, reduced physical inventory shrinkage from \$980K to under \$130K annually.
- Noticed a weakness in purchasing and inventory controls that made a significant theft of goods possible. Recommended a change that was adopted immediately.
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**EDUCATION AND CERTIFICATIONS**

**CPA 1999**

**CMA 2013**

***University of Sai Gon, Viet Nam***

Bachelor's Degree in Accounting

*(Evaluated by World Education Services:*

*U.S Equivalency: Bachelor's Degree)*