

NGUYEN (DANIEL) TRAN

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PROFESSIONAL SUMMARY

Financial Analyst specialising in finance-grade analytics and data engineering. Strong foundation in accounting, compliance, and financial controls, combined with hands-on ownership of end-to-end analytics pipelines. Designs and operates Python and SQL ETL solutions integrating AroFlo, Xero, and operational systems into governed datasets for Power BI, with automation via Power Automate and AI-assisted workflows (n8n) to improve data quality, reporting speed, and decision accuracy. Experienced in budgeting, forecasting, reconciliations, audit support, and stakeholder reporting. Master of Professional Accounting (Dec 2023). Provisional Member of CA ANZ; positive skills assessment – Accountant (General).

EDUCATION

Torrens University Australia <i>Master of Professional Accounting (Advanced) – 6.5/7 GPA</i>	Adelaide, SA 2022 - 2023
Coursera - Remote <i>IBM Data Engineer Professional Certificate</i>	USA 2024 - 2026
RMIT <i>Bachelor of Financial Accounting</i>	Saigon, Vietnam 2015 - 2017
RMIT <i>Diploma of Commerce</i>	Saigon, Vietnam 2012 - 2014

KEY SKILLS

- **Financial and Management Accounting:** AP and AR, GL, bank and EOM reconciliations; budgeting and forecasting; AASB-compliant financial reporting; BAS, PAYG and superannuation; cost variance analysis; audit support
- **Analytics and Automation:** Excel (advanced, Power Query), Power BI (DAX, Power Query), SQL, Python (pandas); ETL from AroFlo and Xero to curated datasets in SharePoint and OneDrive and Power BI; orchestrated with Power Automate
- **AI and Workflow:** n8n agents for exception triage, document summarisation and task routing; integration with Copilot, ChatGPT and Gemini
- **Systems and Tools:** Xero, MYOB, SAP, Sybiz Vision, CaseWare, AroFlo, SharePoint, PyCharm, n8n and OneDrive

EMPLOYMENT HISTORY

Financial Analyst D&S RESOURCES Pty Ltd – Adelaide, SA Full-time	Feb 2026 – Current
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Accounting and Compliance:

- Assist in the preparation of budgets, forecasts, and financial statements
- Monitor and report on cash flow and financial transactions
- Assist with preparing financial reports for management and stakeholders as required
- Ensure compliance with regulatory requirements and internal policies
- Assist in financial analysis and cost management
- Support month-end and year-end closing processes
- Assist with audits, both internal and external, and resolve any financial discrepancies

- Maintain and update financial records, including accounts payable, receivable, and general ledger transactions
- Process invoices, payments, and ensure timely bank reconciliations
- Identify and implement process improvements in financial operations

Data and Automation (Data Engineering):

- Administer AroFlo data domain and user permissions; manage API credentials and access controls
- Design, build, and operate ETL pipelines from AroFlo, Xero, and other sources into curated datasets for Power BI.
- Develop Python scripts for secure API authentication, pagination, error handling, logging, and data curation.
- Implement automation workflows in Power Automate for approvals, alerts, and exception handling.
- Establish data-quality checks and reconciliations; monitor pipeline health and performance.
- Build AI agents and workflows using n8n, Claude, Codex and Obsidian for exception triage, document summarisation, and task routing.

Financial & Data Analytics Officer

Dec 2025 – Feb 2026

D&S RESOURCES Pty Ltd – Adelaide, SA

Full-time

Accounting and Compliance:

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- Implement automation workflows in Power Automate for approvals, alerts, and exception handling.
- Establish data-quality checks and reconciliations; monitor pipeline health and performance.
- Build lightweight AI agents in n8n (ChatGPT/Copilot/Gemini) for exception triage, document summarisation, and task routing.

Finance Officer

May 2025 – Dec 2025

D&S RESOURCES Pty Ltd – Adelaide, SA

Full-time

Accounting and Compliance:

- Assist in the preparation of budgets, forecasts, and financial statements
- Monitor and report on cash flow and financial transactions
- Assist with preparing financial reports for management and stakeholders as required
- Ensure compliance with regulatory requirements and internal policies
- Assist in financial analysis and cost management
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Achievements:

1. Wrote end-to-end AroFlo Procedures and Work Instructions for quoting to project conversion, standardising steps and reducing errors.
2. Wrote AroFlo SOPs for client/supplier purchase orders and timesheets, clarifying roles, approvals, and compliance checkpoints.
3. Built an automation pipeline that syncs SharePoint List data into an Excel Online workbook on schedule, eliminating manual copy/paste.
4. Developed Python scripts to manage API credentials and access controls, extract/curate schedule and timesheet data, and generate a timesheet variance report; orchestrated via Windows Task Scheduler.
5. Automated the Project Summary report by consolidating three AroFlo exports into a single validated output for management reporting.
6. Developed full-stack Power BI solutions (Access API AROFLO, XERO, Employment Hero, and Clockify for curating data and build financial reports and ad hoc reports)

Accounts Administrator

Feb 2024 – May 2025

Packers Pty Ltd – Adelaide, SA

Full-time

Responsibilities:

- Daily Bank Reconciliations and bookkeeping
- Processing daily transactions into cashbook (ERP – SYBIZ VISION)
- Processing supplier invoices
- Processing installer invoices
- Invoicing customers
- EOM reconciliation of Supplier and Debtor statements
- Assisting team with accounts Receivable/Payable dispute resolution
- Provide back up support to team leader and administrators
- Communicate with customers regarding payment and credit issues
- Financial statement analysis
- Other accounting duties as required

Achievements:

1. Completed 117 bank reconciliations; reconciled 2,500+ debtor/creditor invoices; processed supplier and installer invoices; raised customer invoices
2. Met all deadlines and maintained throughput during peak EOM periods; improved accuracy by tightening invoice matching and reconciliation checks

Assisted Learning Facilitator (Advanced Financial Reporting)**Sep 2023 – Dec 2023**

Torrens University Australia – Adelaide, SA

Responsibilities:

- Creating lectures and slides of the topics covered in the subject
- Creating Excel templates to illustrate the entries or transactions regarding the topics
- Teaching virtual classes (10 to 15 students)
- Teaching one-on-one sessions
- Motivating students in completing the subject

Achievements:

Almost all students I instructed in the Advanced Financial Reporting subject (the most difficult accounting subject at Torrens University) achieved at least a Distinction grade. The subject covers topics, namely: Company tax, Business combination (Principles of consolidation), Intragroup transactions, Non-controlling interest, Equity accounting, and Company financing.

Store Administration Assistant**Jan 2022 – Feb 2023**

Anymobile – Adelaide, SA

Part-time

*Anymobile is a small business that offers mobile maintenance services and accessories.*Responsibilities:

- Liaised with customers to explain the technical issue(s) of their mobile phone
- Also worked as a salesman
- Invoiced customers
- Reported the cash inflows each business day to the shop owner
- Performed stocktaking

Achievements:

Resolved customers' complaints about the shop's technical performance and earned 1-year experience in working with customers in South Australia.

General Accountant**Mar 2019 – June 2020**

AIRINU Vietnam – Saigon, Vietnam

Full-time

*AIRINU Vietnam is a technology company aiming to develop a video streaming platform.*Responsibilities:

- Kept track of all accounts in the business
- Prepared the entries and transactions following the double entries accounting rule
- Prepared trial balance
- Prepared cashflow statement
- Performed budgeting
- Performed payroll accounting
- Kept track of projects using Gantt chart
- Alerted the CEO in case of cashflow shortages
- Directly reported all the statements to CEO

Achievements:

Performed financial accounting tasks for 16 months and was responsible for managing accountability in the general ledger.

General Accountant**Jan 2018 – Feb 2019**

Green Solutions – Saigon, Vietnam

Green Solutions is a limited company specializing in trading biological products for the agriculture sector.

Responsibilities:

- Kept track of all accounts in the business
- Prepared the entries and transactions following the double entries accounting rule
- Prepared trial balance
- Performed budgeting
- Alerted the CEO in case of cashflow shortages
- Managed inventories

Achievements:

Successfully built the cost model for the company and implemented it into the Excel worksheet to manage the warehouse.

REFEREES

Available upon request.