

[FULL NAME]
[Address]

PERSONAL INFORMATION

Full name:

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Date of birth:

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Place of birth:

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Material

status:.....

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Mobile

phone:.....

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CAREER OBJECTIVE

Learn more things when working in multinational companies to accumulate much experience for future promotion.

EDUCATION

Danang University of Foreign Language (Bachelor of English)
(1998-2002)

Foreign Trade University – Ho Chi Minh City Branch (Bachelor of
Economics) (08/2005-present)

Certificate of Business Accounting and Tax Declaration (07/2007 –
10/2007)

EXPERIENCE RECORD

1) From 05/2007 to present : Foreign-owned bank

Position: Personal Assistant

Key responsibilities:

- Arrange meetings with local commercial banks for General Manager, members of Financial Institutions Department from Head Office (if required)
- Attend the meetings and take notes of meeting minutes
- Translate all documents in the office (including correspondence and financial statements) and from Head Office as well
- Make payment and receipt vouchers
- Prepare daily, monthly reports on cash on hand to submit to Finance Manager and Operations Manager
- Arrange travel and accommodation to staff (if required)
- Organize and store paperwork and documents
- Other administrative duties as required by General Manager

2) From 12/2003 to 04/2007 : Meinhardt Vietnam Limited (Australia)

Position: Administrative Staff/Assistant Project Manager

Key responsibilities:

- Assist Project Manager in arranging meetings with Client, contractors and design consultants (including structural, M&E, and architectural design).
- Attend the meetings with Project Manager (PM) and other supervisors, takes notes of meeting minutes, and deliver to all attendees
- Receive and deliver (by courier) all drawings, correspondence from & to Client, contractors and design consultants
- Assist Office Manager with preparing proposal, pre-feasibility & feasibility study, and capability statement to submit to Client
- Translate all documents including technical specification, tender documents and others relating to projects
- Assist PM in liaising with Client, consultants in case of any queries arising from on-going projects

- File all documents relating to the undertaking projects
- Support Client with preparing and issuing tender documents to contractors

3) From 07/2002 – 11/2003 : Project Management Unit of Saigon East West Highway Project

Position: Secretary/Translator

Key responsibilities:

- Do all administrative jobs in the office
 - Translate all documents (from Vietnamese to English and vice versa) relating to the on-going project
 - Attend the meetings between PMU and Consultant PCI (Japan) and take notes of the meeting minutes
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SKILLS

- Fluent written and spoken English and Vietnamese
 - Computer skills – MS Word, Excel, Power Point and Outlook
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HOBBIES

- Reading novel and detective story
- Listening to music
- Traveling
- Shopping