**[FULL NAME]**

[Address]

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**PERSONAL INFORMATION**

Full name: ..................................................................................................................

Date of birth: ..............................................................................................................

Place of birth: ............................................................................................................

Material status:...........................................................................................................

Mobile phone:.............................................................................................................

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**CAREER OBJECTIVE**

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

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**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)

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**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