



TRINH THI PHUONG

Administrative Staff

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OBJECTIVE

I graduated from University one year ago, i studied in economics but i don't get a job. i'm known your company is recruiting for Administrative Staff Position and im eager to learn hard and close-knit with your company

- My short term goal is to study hard and work any act which under your guide and I can use the knowledge and strengths that I have. I want to partake in the growth and success of the company I work for
- My long term goal is to become a valued employee of a company. I want to make a difference and I'm willing to work hard to achieve this goal. I don't want a regular career, I want a special career that I can be proud of."

EDUCATION

Aug 2011 - July 2015 **Hai Phong University**
Major: Services and Transport

WORK EXPERIENCE

Jan 2012 - May 2013 **Tutor Sao Viet Hai Phong**
English Tutor
Teaching English for Student grade 10, 11 , 12

June 2013 - June- 2015 **Quan Nam Language Center**
English Teacher
- Teaching English : Grammar
- Teach English for Toeic, Ielts

July 2015 - April 2016 **HP Stationery Joint Stock Company**
Accountant

- Perform specialized revenue accounting activities related to passenger revenue transactions, including credit card reconciliation, in accordance with established policies and procedures
- Ensure establishment and documentation of proper internal controls through the definitions of appropriate policies, procedures and controls
- Manage outsourced vendor to ensure accuracy and timeliness of deliverables, and monitor against contractual SLAs and KPIs
- Support new commercial initiatives under limited supervision
- Review reconciliations and journal entries

performed by direct reports and/or outsourced vendor
 Prepare reconciliations and journal entries for assigned transactions
 Support audits of financial and regulatory reporting
 - Corporate Audit, external auditors, and government agencies
 Identify and recommend process improvements and controls and facilitate changes
 Assist in training and supporting outsourced (offshore) vendor -
 Create, gather and analyze reports for use by management throughout the company for accounting and other decision-making purposes
 Professional development and other duties as assigned

May 2016 - July 2016

JGCS Consortium

Temporary Job :Clerk

- Supervise and monitor secretarial work flow to ensure timely completion.
- Keep records of all documentations involving to contract, leasing ...
- Communicate concerns/problems about equipment and/or related services and resolve problems in a timely manner.
- Implement all the tasks involving to admin, buying stationary, booking hotels for Managers, asking for visa, work permits...
- Translate from Vietnamese versions to English versions and vice versa.
- Type, fax and process all correspondences
- Database entry & maintenance
- Support operation department such as: arrange meetings, attend meetings with directors and managers, take minutes of meetings...

ACTIVITIES

Oct 2014 - May 2016

Lighthouse volunteer groups

Volunteers

- Assemble and distribute gifts to the homeless.
- Share, encouraging them to overcome difficulties, to help them optimistic thoughts.

CERTIFICATIONS

May 2010 - Aug 2010

Applied Informatics

SKILLS

Language

English : fluently four skills : listening , speaking, reading and writing
 Korean : basic communication

Computer

Fluently Word, Excel, Powerpoint

INTERESTS

I like playing volleyball with my friends, going shopping with my mother, reading book and magazine in my freetime and studying English.