

Pham Minh Hanh

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EDUCATION

- Foreign Trade University - third year student** - *Major: High-quality International Business* 2019 - Now
- Foreign Trade University** - *Data Science for Economics and Business* 2021 - Now
- Finished Database Management System Course
 - Finished Programming for Scientific Computing & Data Analysis
 - Finished Advanced Analytics in Economics and Business
- Hai Lua Business Analysis Institute** - *Business Analysis Foundation* 2021 - 2022
- Finished the course

WORK EXPERIENCE

- Palos Institute** - *Recruitment Intern* 2020 - 2021
- Source candidates through online channels, such as LinkedIn, Facebook, Top CV,...
 - Support a recruitment team to perform the full cycle of the recruitment process and exit documents.
 - Support organize and attend job fairs and recruitment events to build a talent pool.
 - Write compelling content and design illustrations for social postings.
 - Support to keep records of all materials used for recruitment and offboarding, including interview notes, and related paperwork to share with key stakeholders.
- Palos Institute** - *Teaching Assistant* 2020 - 2021
- Support to keep records of all materials used for classes, including notes, and related paperwork to share with key stakeholders.
 - Support TA Team to ensure all facility and account arrangements for new joiners are made and the appropriate people are informed.
 - Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
- TDI Asia** - *Business Analyst Intern* 2022
- Support to keep records of all materials used for classes, including notes, and related paperwork to share with key stakeholders.
 - Support Development Team to find problems and solving errors of website
 - Update processes or systems needed to implement changes

ACTIVITIES

- FTU TCM Club** - *Member of Organization Department* 2019 - 2020
- Plan and organize the event from concept to finish in accordance with the preference of the stakeholders
 - Create a budget that suits the client's need and maintain it
 - Select the most suitable location or venue; book, prepare, and arrange it for the event
 - Design a layout and agenda of the event; create event guides, tickets, pamphlets, and any other marketing activities to promote the event traditionally or digitally with the communication department
 - Attend event to oversee activities and ensure details are handled as planned
 - Address any dispute that may arise, and remain on site after the event is over to ensure proper clean up
 - Work with and give guidance to volunteers and staff involved in event planning and execution

SKILLS

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| Languages | English - B2Aptis , Vietnamese |
| Technical Skills | - MS Word, MS Excel, MS PowerPoint |
| | - MS Power BI, MS SQL Server |
| Human Skills | Communication, Teamwork, Problem Solving |