

Nguyễn Lê Thanh Linh

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OBJECTIVE

Linh is a friendly and adaptable team player, known for her patience, dedication, and enthusiasm. She is eager to contribute and grow within a professional environment focused on administration.

Linh looks forward to developing her skills further and becoming a valuable team member who contributes to the company's success.

LANGUAGES

- Vietnamese | Native
- English | B1

SKILLS

- Office management
- Organize internal events
- Recruitment
- PIT, Prepare visa
- Problem-solving
- Communication

CERTIFICATES

- Microsoft Excel (Office 2016)
- Microsoft Word (Office 2016)
- Modern Human Resource Management at the Institute of Human Resource and Business Development, HCMC University of Economics

EDUCATION

- Bachelor at Văn Hiến University - Hồ Chí Minh City (2020-2024)
 - Major: Business Administration
 - GPA: 3.54/4.0

EXPERIENCE



Admin & HRBP Internship

Zoi.tech
(06/2024 - 11/2024)

- Zoi is a global tech company with over 400 employees worldwide, including 100+ based in Vietnam.
- Office management: Scheduled meetings, worked with vendors, arranged business trips, and prepared travel visas.
- Recruitment support: Posted job ads, screened resumes, and coordinated interviews.
- Completed onboarding and offboarding processes, and assisted employees with PIT deduction applications.
- Managed administrative documents and supported daily HR operations.
- Achievements:
 - Successfully organized 03 team-building events with recognition from BoD.



FPT SCHOOL OF BUSINESS & TECHNOLOGY

Admissions Officer

FPT School of Business and Technology (FSB) - FPT University
(09/2023 - 06/2024)

- FSB is a part of FPT Corp. They have multiple consulting teams, each comprising 8 consultants.
- Linh's daily tasks were introducing and marketing postgraduate courses via telephone, keeping in touch, and supporting customers.
- As well as assists in conducting admission and management seminars tailored for students.
- Achievements:
 - Achieved monthly KPIs and accomplished the assigned tasks proficiently
 - Contributed to the success of the CXM international conference.



Consultant

*MASTER Fighter - English Center
(03/2021 - 08/2021)*

- Master Fighter is an English center with a team of 10 consultants.
- Linh's daily tasks included marketing courses via telephone and customer support.
- Achievements:
 - Increased customer base by 20% in the first month.
 - Completed company training courses with excellence.



Sales Assistant

*Tien Phong Commercial Joint Stock Bank(TPBank)
(11/2020 - 04/2021)*

- TPBank is a well-known bank. They have multiple consulting teams, each comprising 8 consultants.
- Linh's daily tasks involved marketing TPBank's products via telephone, banners, and posters, alongside managing product-related procedures.
- Linh also managed daily sales reports.
- Achievements:
 - Complimented by direct managers for superb performance.
 - Completed training in communication, observation, and problem-solving.