

# TRINH THI PHUC NGAN

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📍 Hanoi, Vietnam | 🎂 26 May 1999



## EDUCATION

**Hanoi Law University**

**9/2017 - 5/2021**

*Major: Bachelor of Laws*

**Judicial Academy**

**9/2022 - 11/2023**

*Lawyer Training Class (Class 24)*

## WORK EXPERIENCE

**HANOI UNIVERSITY OF MINING & GEOLOGY**

**1/2025 - Now**

*Inspector and Legal Officer*

- Managed document flow and legal compliance matters.

**AEON VIETNAM CO.LTD, - HANOI OFFICE**

**4/2022 - 12/2024**

*Development Officer*

- Identified and created potential location maps for supermarket development.
- Negotiated with landlords, made agreements, and resolved any related disputes with landowners.
- Researched markets, customer trends, and competitors.
- Drew catchment maps and prepared feasibility reports.
- Studied and operated the Map Info System. Worked with local authorities
- Reviewed contracts & amendments
- Negotiated with the Legal Department and Construction Department

**ESPACE BIG C THANG LONG**

**11/2021 - 4/2022**

*Store Manager Secretary*

- Coordinated internal reports and external correspondence with departments.
- Organized meetings, drafted documents, and handled translations.
- Managed contracts, collected invoices, and resolved customer complaints.
- Worked with the Department of Industry and Trade on promotion procedures.

**QUOC LUAT VA SO HUU CO.LTD,**

**7/2019 - 10/2021**

*Legal Intern*

- Manage contracts and documents of the company;
- Provide legal advice on enterprise and real estate matters;
- Draft contracts, agreements and other legal documents as requested by the clients;
- Translate documents and work as a translator (if required);
- Support the client in licensing procedures at the authorities.

## PROJECTS

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### **Maxvalu Sapphire**

- In charge of the whole project

### **Maxvalu Zenpark**

- In charge of the whole project

### **Vinhomes Gardenia, Fraser Residence Ha Noi, Vinhomes Oceanpark Zenpark 2, Mipec City View,..**

- Conducted site surveys, negotiated terms, and handled legal/PCCC documentation.

## SKILLS

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**Technical:** Microsoft Office, Outlook, MapInfo;

**Language:** Basic English communication (verbal & written);

**Site Development:** Sales estimation, site networking, document filing;

**Research & Analysis:** Market research methods and logic, Legal Research;

**Soft Skills:** Time management, communication, organization, problem-solving, attention to detail, multitasking.