



CONTACTS



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PHẠM QUÝ PHỤNG



EDUCATION

The Saigon International University

2019 - 2023

Bachelor of Business Administration

Graduated Student

GPA: 3.57 / 4



WORK EXPERIENCES

❖ NESTLÉ LIMITED VIETNAM

Human Resource Intern

Aug. 2024 – Feb. 2025

Project Management, Human Resources, Employee Service, Learning and Development

- Managed documentation tasks, including calendar and room booking, system data entry, and stock reporting, increasing operational efficiency by 12% and a 10% decrease in scheduling conflicts.
- In charged of communication in the factory by designing invitations, organizing tea breaks, delivering gifts, and improving event participation and engagement. Assisted in employee benefits administration, coordinating staff sales, recognition, and managing company milk schemes.
- Supported developing HR programs aligned with company goals and regulatory requirements. Facilitated employee training sessions, including orientation and compliance training. for 300+ staff, which increases the staff performance by 22%.

❖ BOSCH HOME APPLIANCES VIETNAM

Customer Service Admin Intern

Apr. 2024 – Aug. 2024

Communication, Customer Service, Detail Oriented, Payment Process, Organization Skill

- Verified 100+ transactions per day and resolved leftover pending tasks within a week. developed and implemented new filling excel files, resulting in a 10% reduction in time spent searching and keeping track of transactions and improving overall efficiency.
- Managed and controlled the office budget, and implemented a new tracking system for the inventory of office supplies and equipment. ordered stationery, procuring and restocking as necessary, reducing overhead costs and saving by 2%.

❖ VINPEARL LUXURY LANDMARK 81

May. 2021 – Jul. 2021

Admin Intern

Interpersonal Skill, Event Coordination, Stock management, Secretary, Coordinator

- Managed office logistics, including scheduling, supplies, and vendor relations, ensuring smooth daily operations. Prepared datas, reports, presentations, and documents for executive meetings, ensuring accuracy.
- Acted as a liaison between departments, facilitating communication and collaboration across the organization.



SKILLS

• Problem Solving and Decision-making

- Accumulate and improve through many professional working environment

• Digital Skill

- Familiar with most MOS: Word (950); PowerPoint (850), Excel (930), Outlook and Teams.
- Able to Use Editing Software (Canva, Adobe Premiere Pro, Corel draw)
- Understand many Business Management System (SAP, Knos, Cuba, Success Factor)

• Language

- English: TOEIC 820 (2023)