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25/10/2003



Tan Phu, Ho Chi Minh



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## ★ SKILL

### Logical thinking:

Possesses logical thinking and comprehensive analytical skills

### Document Research:

Conduct thorough research and identify key points to note, review and scrutinize the necessary legal documents

### Communication:

Strong interpersonal skills and effective communication abilities

### Drafting Document:

Quickly and accurately according to requirements

### Teamwork:

Knows how to work effectively in a team

### Office IT skills:

Proficient in Word, Excel, and PowerPoint

## 📄 CERTIFICATION

IELTS 8.0 - IDP

16/3/2024 - 16/3/2026

# PHAM HOANG VIET

## ABOUT MY SELF

Motivated, hardworking, and trustworthy are what people describe about me. Even though I have just graduated from the university, and still lacked of expertise and knowledge, but, I am always eager to learn with a desire to improve myself to become an efficient employee.



## EDUCATION

**FACULTY OF LAW - UNIVERSITY OF ECONOMICS HO CHI MINH CITY**

**INTERNATIONAL BUSINESS LAW**

2020 - 2024

Graduated with Distinction - Average GPA: 3.56



## EXPERIENCE

**DAT VIET NOTARY OFFICE**

**Legal Secretary Intern**

08/2024 - 10/2024

- Providing advice and guiding clients in completing and supplementing necessary documents for the notarization process.
- Drafting civil contracts as requested by the notary.
- Participating in notarization signing sessions outside the office with the notary.
- Submitting client data into the notary office's data storage system.



## ACTIVITIES

**"MUA HE XANH" CAMPAIGN - UNIVERSITY OF ECONOMICS HO CHI MINH CITY**

**Volunteer**

2022 - 2023

- Support community work in the operating areas (Phuoc Loc Commune, Nha Be - 2022 and Qui Duc Commune, Binh Chanh - 2023);
- Assist localities in implementing youth projects, including upgrading roads, building houses for underprivileged families, and cleaning up household waste;
- Visit policy families and those facing difficult circumstances.
- Participate in organizing community sessions to raise awareness of pressing social issues among residents.

### Achieved results:

- Support improving the quality of life for local residents;
- Assist in upgrading one road and one house for underprivileged families;
- Donate numerous gifts to policy families in the local area.

## AWARD

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The research topic was recognized at the Student Scientific Research Conference of the Faculty of Law.

2022

Certificate of Merit from the UEH Student Association for outstanding completion of association work and youth movement activities.

2023

The research topic was recognized as a Young Researcher project

2024

Representative of the Faculty of Law participating in UEH Debate 2024 - English division

2024

## MORE INFORMATION

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Former Member of the Executive Committee of the Student Union of the Faculty of Law 2023 - 2024

Former Member of the Secretariat of the Student Union of the Faculty of Law 2022 - 2023.

Former Deputy Head of the Movement - Volunteering Department of the Faculty of Law.

## HOBBIES

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Travel



Sports



Movies

## PROJECT ON RAISING LEGAL AWARENESS AND ENHANCING COORDINATION BETWEEN STATE AGENCIES, ORGANIZATIONS, AND COMMUNITIES IN THE CLASSIFICATION, STORAGE, TRANSFER, AND COLLECTION OF HOUSEHOLD SOLID WASTE - INNOVATION PROMOTION FUND (JIFF), FUNDED BY THE EUROPEAN UNION (EU)

### Supporter

8/2022 - 9/2022

- Participate in organizing reporting sessions in the project implementation area;
- Organize the online challenge "Neu Mot Ngay Toi La Rac" for students at two high schools: Go Vap and Nguyen Cong Tru;
- Assist the organizing committee in summarizing the results achieved by the project.

### Achieved results:

- The online challenge "Neu Mot Ngay Toi La Rac" received a large number of participants from two schools.
- Successfully organized 3 thematic discussion sessions in Go Vap District, including: 1 session at the People's Committee of Go Vap District, 1 session at Nguyen Cong Tru High School, and 1 session at Go Vap High School