

HUYNH KIM HAN

PROFIL

Multilingual Office Administrator with 3+ years of experience seeking a role in a multinational company. Possessing strong organizational, communication, and data analysis skills, I am confident in my ability to contribute to a diverse and global team



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AUSBILDUNG

Bachelor's degree from the University of Social Sciences and Humanities

Major: German Linguistics and Literature – German Economy and Tourism

Certificate: Corporate Accounting

SKILLS

GERMAN, ENGLISH

MICROSOFT OFFICE

TIME MANAGEMENT

DATA ANALYSIS

DRAFTING

EXPERTISE

PAYROLL

E-INVOICE

INSURANCE

RECRUITMENT

ASSET MANAGER

EXPERIENCE

ADMINISTRATION

INNORIX LLC - KOREA COMPANY

- Contact the supplier to set up presentation rooms for internal departments.
- Organize onsite and offsite events.
- Support HR in the onboarding and offboarding activities.
- Cost Management, Office Services & Supplies.
- Follow the boss's request

LOCAL INC

HCMC

03/2024 -
06/2024

ADMINISTRATION

SG SAFETY VINA COMPANY LIMITED – KOREA COMPANY

- Contact the supplier to provide the service to the company and upload the order to the system.
- Receive cost invoice from the supplier, check the legitimacy of the supplier invoices.
- Monitor the payment progress for suppliers against contracts.
- Receive timesheet to calculate revenue and issue debit note to the customer
- Collect purchase invoices and report the cost fee to the manager monthly.
- Make a car rental contract and contract annex.

LOCAL INC

HCMC

06/2022 -
08/2023

GENERAL ADMINISTRATION

ATC CONSULTING (VIETNAM) LIMITED COMPANY - SINGAPORE COMPANY

- Ensure smooth and efficient running of the company.
- Arrange bookings for both local employees and foreign visitors.
- Collaborate with vendors and the business team on hiring, onboarding, and status changes.
- Maintain accurate and GDPR-compliant personnel files, information, and data.
- Keep detailed records of employee leaves (annual, sick, etc.).
- Work with vendors to ensure effective accounting processes, internal controls, and legal compliance.
- Process payment requests based on contracts, invoices, and supporting documents.
- Track and manage office petty cash.
- File and store documents, including invoices and receipts, according to accounting and tax regulations.

LOCAL INC

HCMC

10/2020
- 05/2022

ADMINISTRATOR ASSISTANT – ASSET MANAGER

GBC ENGINEERS – GERMAN COMPANY

- Manage the list of suppliers of the asset Office furniture, deliveries and payments, fire protection and prevention
- Save and manage the payment of the company's assets.
- Recruitment of international employees.
- Prepare stationery for newcomers.
- Contact the supplier to set up presentation rooms for internal departments (Marketing, R&D, etc.)
- Help with internal events: Women's Day, Fruit Day, Christmas event, YEP, ...
- Staff the office with administrative tasks such as scanning, copying, delivering documents
- Register parking with the building owner and employee card.

LOCAL INC

HCMC

09/2019
- 06/2020

VOLUNTARY SOCIAL YEAR

ARBEITERKIND - GERMAN COMPANY

- The main part of the work consists of teaching the children to read and write.
- Support in a fixed class - assistants during lessons: playing, supervising, reading, ...
- Participation in school trips, events at school.
- Teaching assistance in individual courses
- Participation in parents' evenings and parent-teacher meetings.

LOCAL INC

GERMANY

09/2018
- 09/2019