



# Tran Mai Chi

♈ Aries, 2001

*With a strong commitment to efficiency and great sense of diligence and meticulous, I am looking forward to performing my skills, learning and practicing the accurate financial skills in a professional working environment. Moreover, I aim to dedicate and collaborate with a dynamic team while growing professionally in order to contribute to the success of Circle K in the future.*

📍 Vinh Phuc - Viet Nam

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## EDUCATION

September  
2019 -  
December  
2023

**Hanoi University** - Hanoi  
Bachelor, Business Administration



## PROFESSIONAL EXPERIENCE

September  
2022 -  
November  
2022

**Human Resource Intern @ Vietnam Precision Industry Co., Ltd. 1 VPIC1**

- KCN Khai Quang, Vinh Yen, Vinh Phuc
- Participate in the recruitment process of the company's workers
  - Screening and organizing candidate profiles
  - Perform administrative duties within the HR department
  - Do some other tasks assigned by the HR manager

September  
2023 -  
November  
2024

**Finance Clerk @ COMPAL (VIETNAM) CO., LTD**

- KCN Ba Thien 1, Binh Xuyen, Vinh Phuc
- Prepare documents and make VND, USD payments to suppliers
  - Perform foreign currency transactions under the direction of manager
  - Summarize, make daily and monthly Income and Expenditure Reports, State Bank report



## SKILLS & KEY ADVANTAGES

### English Skills



Certificate of Foreign Language Hanu Test - Level B2

### Problem Solving Skills



### Teamworking Skills



### MS Office Skills



### Ability to work under pressure



- Manage the control of incoming/outgoing documents included
- Do some other tasks assigned by the Finance manager



## HOBBIES & INTERESTS

Reading books,  
listening to music

Participating in social  
activities



## VOLUNTEER & COMMUNITY ENGAGEMENT

### Media collaborator for Mid-Autumn Festival event 2023

Vietnam Museum of Ethnology, Hanoi

- Filming, taking photos, posting on museum fanpage
- Support events organized by the museum
- Assist other departments when required