



# LE THI TUYET SANG

## Legal staff



0971514603



lethituyetsang0112@gmail.com



Ho Chi Minh City

## EDUCATION

MAJOR: LAW

HO CHI MINH CITY CIVIL STAFF

ACADEMY

8/2018 - 9/2022

Graduated with good grades

## SKILLS

### ● Office IT

- Completed all relevant certificates.

### ● English Toeic Certificate

### ● Teamwork skills

- Active, dynamic, sociable

### ● Report writing skills

- Collect and synthesize information, the most understandable and readable language to write

### ● Research skills

- Search for information, market research

### ● Problem solving skills

- Solve problems, so that customers are more satisfied with the service

## REFERENCES

MR. DINH CONG DUC

Compliance Team Leader

MOBILE WORLD JOINT STOCK COMPANY

Phone: 0984687353

## CAREER GOAL

- Have the opportunity to work in a dynamic, professional environment.
- Have a position that allows the use of skills, education and ability to work with people.
- Accumulate experience to support the work to be completed quickly.
- Have a long-term commitment to the company and become an excellent employee.

## WORK EXPERIENCE

### Legal Intern - Notary Office

NOTARY OFFICE NO. 3 - Thu Duc City (March 2022 - May 2022)

- Receive documents from notary requesters (Clients);
- Consult and guide customers to resolve received legal documents;
- Check, research, evaluate legal documents, validity of documents provided by customers;
- Perform administrative tasks as assigned by the Head of Office (Leadership level) such as: Managing administrative documents, managing file data, arranging and storing files,...

### Legal Staff - Premises Department

MOBILE WORLD JOINT STOCK COMPANY (June 2022 - June 2023)

- Checking and consulting on Contracts, legal and other documents;
- Receive and resolve rental applications, assess legal risks and terms of rental contracts, business cooperation contracts, etc;
- Draft contracts and documents related to rental, leasing, business cooperation, asset transfer, resolve arising issues - disputes, etc;
- Directly work and discuss with partners, agencies, etc. related to the assigned work;
- Perform administrative tasks as assigned by superiors such as: Guiding new staff, Managing archived records, managing data, synthesizing - monitoring - reporting data statistics, etc;
- Build and improve to optimize work processes, improve departmental performance, etc.

### Legal - Compliance Officer

COWAY VINA CO., Ltd. (March 2024 - Present)

- Review all contracts in the company and ensure the legal term, all rights and obligations of the company to be in good conditions;
- Consult BOD all legal issues to make sure the company complies state's legislation;
- Support all related departments in legal terms;
- Make sure all VN and EN versions of contracts / agreements match and correct.
- Control and ensure that departments and personnel comply with the regulations and rules issued by the company;
- Investigate and handle violations in the company's business activities.