



PHAN THY HUONG

ADMIN EXECUTIVE

CONTACT

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EDUCATION

QUY NHON UNIVERSITY

- Bachelor of General English - Good grade
- Level B of MS Office
- Teaching Certificate

SKILLS

- Time Management
- Effective Communication
- Attention to details
- Can-do attitude
- Customer service mindset
- Problem solving

PROFILE

With 8 years of experience working as an administrative specialist and executive assistant, I have built a strong foundation in office administrative processes, as well as the ability to work flexibly, adapt, and learn quickly to meet job requirements.

I enjoy working at companies with a dynamic and youthful environment. A place that has the opportunity to learn new things, and the benefits that focus on promoting work-life balance for employees.

WORK EXPERIENCE

TOTALENERGIES LPG VIETNAM

2022 - PRESENT

Admin cum Executive Assistant

- Responsible for implementing the entire purchasing process for the office.
- Process office expenses payment, including reconciling accounts payable, verifying payment documents, preparing reports on department expenses as well as budgeting for the following year.
- Manage the office reception area, including welcoming and registering guests with professionalism and friendliness.
- Set up meeting rooms, serve visiting groups from France, Singapore, India, Japan, and government agencies for audit purposes.
- Carry out the entire business trip process for BOD & employees.
- Coordinate with the communications team to organize internal events (such as Women's Day, sharing sessions, CSR activities) and external workshop events to promote the company.

ASUS TECHNOLOGY

2019 - 2021

Admin Executive

- Create PR / Migo on SAP for office expenses.
- Manage the job of two cleaners, ensuring that the office and meeting rooms are always clean and organized.
- Responsible for managing incoming and outgoing courier shipments.
- Responsible for managing employee lists and ensuring the organizational chart is always up to date.
- Receptionist: welcome guest; answer phonecall; arrange meeting room.

GRAB FOOD

2016 - 2019

Admin Specialist

- Buddy with newbie&follow up probation review process.
- Working closely with Finance team for purchasing & payment.
- Acting as secretary in the meeting & setting up teabreak.
- Organizing Town Hall; Welcome Coffee; Birthday...