



NGUYEN THUY ANH THU

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📍 District 6, HCMC

🌐 linkedin.com/in/ntat28

EDUCATION

Finance – Banking

University of Foreign Languages and
Information Technology (HUFLIT)

2021 – 2025

- GPA: 3.75/4.0

ACHIEVEMENTS

2021 – 2022

- Excellent Student of Academic Year

2022 – 2023

- Excellent Student of Academic Year
- Excellent Student – Keb Hana
Scholarship

2023 – 2024

- Excellent Student of Academic Year

CERTIFICATES

- MOS WORD (962/1000)
- MOS EXCEL (930/1000)
- TOEIC (625/990)

SKILLS

- Microsoft Office Suite (Word, Excel,
PowerPoint, Power BI)
- Teamwork Skill
- Time Management Skill

ABOUT ME

I am a fresh graduate in Finance – Banking. I have 6 months in Internship position at MB Bank. I can work until under pressure, be a highly adaptable and fast learner. Actually, I do not have much practical experience, so I wish I could have opportunity to study from experienced professionals.

WORK EXPERIENCE

MAY, 2024 – NOV, 2024

Military Commercial Joint Stock Bank (MB Bank)

Internship

- **Collected and managed customer files**

=> ensuring daily completion of assigned tasks without backlog, averaging 10–20 customer files per day.

- **Scanned old customer files from before 2022**

=> Completed archiving customer files from 2012 to the end of 2021 within 6 weeks.

- **A Coordinator at Transaction Office**

=> Assisted customers with biometrics, utilized CRM system, and organized daily files.

ACTIVITIES

JUL, 2021 – SEP, 2021

Volunteer for Epidemic Prevention Support

- Supported vaccination sites and distributed welfare gift bags.
- Served at checkpoints in isolated areas.

NOV, 2022 – DEC, 2023

Member of HUFLIT Volunteer Club (HVC)

- Organized booths to sell products to generate profits, which were then used to support the underprivileged through campaigns such as Charity Kitchen, Helping Children in Remote Areas, ...

REFERENCES

Phung Nguyen Thi Xuan

MB Bank / Corporate Customer Specialist

Phone: 0399 429 409