

# NGUYỄN THỊ THÙY TRANG

A D M I N   E X E C U T I V E



## CONTACT

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- 🌐 Trang Nguyễn

## ABOUT ME

I am a dynamic, creative, trustworthy, and hardworking person who is always ready to face new challenges and explore new opportunities for growth. I am eager to improve my skills and learn new things. With my experience in office work and sales, I believe that I can make a significant contribution to the company. Being able to work well under pressure, I am confident that I can successfully complete assigned tasks and deliver high efficiency.

## SKILLS

- Proficient in Microsoft Office
- Teamwork skills
- Good communication skills
- Good time management and prioritization skills
- Project management and planning skills
- Resource and budget management skills
- Ability to work under pressure

## EDUCATION

### BIRMINGHAM CITY UNIVERSITY (BCU)

Graduated with a bachelor's degree in International Business

2019 - 2022

## EXPERIENCE

### ACCOUNTING ADMIN

Prudential Viet Nam | 10.2024 - now

- Manage IT department costs and budgets
- Ensure costs are incurred on time
- Track and record time attendance for temporary staff and make payments to relevant parties
- Review all cost proposals for projects
- Prepare documents and make payments to suppliers
- Store and manage: contracts, service handover/acceptance records, etc.
- Support, consult and assist projects related to costs
- Monitor contracts and renew maintenance service contracts of the IT department
- Work with other departments on related tasks

### RECEPTIONIST CUM ADMIN

BCU Viet Nam | 04.2022 - 09.2024

- Liaise with the Building Management
- Welcome guest and manage office expenses
- Receive letters and documents
- Arrange and store documents and papers
- Participate in enrollment activities
- Support enrollment telesales and online consultation
- Arrange interviews and training for new employees
- Assist with tax registration and timekeeping for employees
- Arrange classrooms, class hours and schedules
- Be in charge of managing English classes and registering for IELTS exams for students
- Perform other tasks requested by the Manager

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## LANGUAGE

- **ENGLISH**  
IELTS 6.0 (2022)

## EXPERIENCE

### FOUNDER - DESIGN

Printing and Design Hai | 07.2022 - now  
Dua Tre (Online)

- Plan advertising campaigns for articles
- Support content writing for products and articles
- Plan the tasks to be performed
- Support the design team when needed
- Find partners to carry out printing of new products
- Advise customers on products and services
- Guide customers on creating printing and design files
- Support customers in matters related to the project
- Research and analyze services that customers are interested in