



DUONG THI NHU BANG

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SUMMARY

With a professional and competitive environment at your company, this is a great opportunity to help me develop and improve myself and my skills through a very attractive job in your company. In the coming years, I want to become a good and have a chance to be promoted to a higher position. I want to dedicate my abilities to helping your company achieve your goals.

WORK EXPERIENCE

NADH CONSULTING - Administrative Officer

Nov 2024 - Present

Internal Recruitment:

- Conduct the recruitment process for internal positions within the company.
- Support departments in posting job ads, screening resumes, organizing interviews, and tracking the recruitment progress.

Contract Management:

- Manage and monitor contracts with clients, vendors, and suppliers.
- Ensure contracts are executed on time and in compliance with agreed terms.

Event Organization:

- Plan and organize internal company events monthly, quarterly, and annually (team building, Happy hours, birthday celebrations, year-end parties, etc.).
- Coordinate with various departments and vendors to ensure smooth execution of events.

Intern Management:

- Monitor and manage the activities of company interns.
- Assist in onboarding processes and track the performance of interns.

Support in Formatting CVs and JDs:

- Assist specialized teams in preparing and formatting documents such as candidate CVs, job descriptions (JDs), reports, etc.

Office Supplies and Equipment Management:

- Tracked and managed office supplies and equipment.
- Ensure all necessary supplies and equipment are readily available for staff use.

IT Help Desk Support:

- Coordinate with IT teams and external vendors for technical support.
- Track and monitor repair requests, troubleshoot issues, and ensure timely resolution of equipment malfunctions.
- Assist in purchasing new hardware and software and overseeing regular maintenance checks to ensure the proper functioning of equipment

TITA MARKET RESEARCH COMPANY - Client Service Assistant

Feb 2022 - Jan 2024

Responsibilities:

- Make the Proposal to quote/offer prices to clients
- Make sample contracts with clients
- Receive project briefs from clients and provide services to clients
- Make other administrative work: arrange meetings, maintain accurate records,...
- Research and develop documents related to the project.
- Carry out market research methods in product testing, concept testing, brand health checks, etc.
- Coordinate with internal team to organize project
- Consumer recruitment support

Responsibilities:

- Check collected data, analyze strengths and weaknesses, and make recommendations about clients' products/brands.
- Clients who have cooperated before SYM, VNPT, Masan, Uniben,...

Projects:

- Product test and concept test projects: instant noodles, instant porridge, milk, mayonnaise, energy drinks, etc...
- Brand health check projects: motorcycles, telecommunications,...

Awards:

- 2023–2024: TOP 3 excellent employees in 2023, voted by the entire company.

- Support foreign teachers while teaching at the center
- Plan teaching for each course
- Support administrative tasks: manage files, folders, and related documents
- Control and pay the center's service costs: cleaning, stationery, travel, electricity, water, etc.
- Track attendance and calculate monthly salaries for employees.
- Meet and advise parents with young children.
- Support organizing events at the center.
- Make other administrative work

EDUCATION

Bachelor's Degree In English**2017 - 2020**

Ton Duc Thang University

- Major in Business English

LANGUAGE

- English
- Basic Chinese