

# TRẦN THỊ KIM TÍN

**ADMIN OFFICER** 

## **PROFILE**

- 0348524141
- 🔽 kimtinhm@gmail.com
- https://www.facebook.com/ kimtin.tran.3
- Hoai Nhon Binh Dinh

# **PROFESSIONAL KNOWLEDGE**

- Laws related to Civil Law & Labor Law.
- Practical knowledge and skills related to the profession "Administration - Human resources".

# **SKILLS**

# **KEY SKILL**

- -Administrative Document Drafting (Labor & Sales Contracts)
- -Office Management & Organizational Skills.

Effective

-Communication (Email, Phone, In-Person)

Data Entry & Records Management

-Vendor & Facilities Coordination

## **PROFESSIONAL GOALS**

I have 2 years of experience as an Administrative Officer in large, medium and small corporations. My goal is to utilize my knowledge and expertise to develop and enhance the performance of the HR department while contributing to the company's mission and development goals.

## **WORK EXPERIENCE**

## PEOPLE'S COURT DISTRICT 7

12/2022 - 10/2022

# Intern - Legal Administration

- Assisted in preparing and handling legal case documents.
- Supported judges and legal secretaries in case processing.
- Conducted research and liaised with agencies for case verification.
- Observed court trials and learned legal procedures.

#### SHINHAN BANK VIETNAM LIMITED

03/2023 - 03/2024

# **Admin Officer (Credit Department)**

- Verified customer details from various financial sources.
- Checked and corrected incomplete registration forms.
- Entered approved profiles into the banking system.
- Managed document archiving, record searches, and scanning.
- Generated archive reports and retrieved records efficiently.

## KOHUÉ DEVELOPMENT COMPANY LIMITED

04/2024 - 01/2025

## **Admin Officer & Human Resources**

- Managed employee attendance, work shifts, and schedules.
- Drafted and reviewed labor contracts.
- Organized office supplies procurement and distribution.
- Checked and validated documents before submission.
- Maintained office filing and document indexing.
- Greeted and directed visitors professionally.

# UNITED OVERSEA BANK LIMITED (UOB BANK)

01/2025 - present

# **Admin Assistant - Facilities Management**

- Manage daily office equipment (copiers, fax machines, etc.) and ads duties.
- Manage cleaning contractors and waste management,...
- Handle basic accounting, invoicing, POs, and payment requests.
- Assist Facilities Manager in vendor negotiations and contract management.
- Receive and process emails and documents related to mailing
- Manage vendor relationships and train on work order and billing procedures.
- Coordinate preventive maintenance for HVAC, security systems, and related functions.
- Coordinate with landlord for lease services.
- Oversee internal planting and landscaping suppliers.

# **INTERESTS**

Playing badminton & jogging.

- Traveling & photography
- Reading & listening to music.

# **IDEAL OF LIFE**

- Uphold integrity and ethical work practices.
- Strive for excellence and continuous self-improvement.
- Contribute positively to organizational and societal growth.

# **EDUCATION**

# **BACHELOR OF LAWS**

2018 - 2022

# TON DUC THANG UNIVERSITY

GPA: 7.96/10 - Degree classification: Very good

# **CERTIFICATIONS**

2021 Microsoft Office Specialist (Excel & Word)

2022 Toeic: 610+ (Reading & Listening)

# **ACTIVITIES**

# **SUPERVISOR CLUB - TDT**

2020 - 2022

# Invigilator

- Supervise students in all courses, subjects and majors.
- Check the regulations, exam conditions, and complete exam papers before and after the exam. Ensure compliance with exam regulations and school regulations.

# **VOLUNTEER CLUB**

2018 - 2019

# Volunteer

Volunteer with the University Group (giving meals to the homeless - District 4)