



LU NGOC PHUONG TRUC

LEASING ADMIN

☎ 0932.796.927

✉ lungocphuongtruc1702@gmail.com

🌐 <https://byvn.net/M2LJ>

EDUCATION

Bachelor of Law

TON DUC THANG UNIVERSITY

EXPERTISE

Fluently English

Competent MS Office

Reporting

Budget control

Planning & Tasks Management

Customer Service mindset

Communication Skills

Critical Thinking

Negotiation

REFERENCE

TRAN THI YEN NHI

OPERATION MANAGER | CRV

Phone: 0968.713.513

Email: Tranthiyennhi1005@gmail.com

ABOUT ME

As a highly motivated administrative assistant with over four years of experience, I possess strong expertise in office administration, communication, and problem-solving. I am now seeking new opportunities that will allow me to develop my skills further and contribute at a professional level

WORK EXPERIENCE

CENTRAL RETAIL VIETNAM

Oct 2020 - Dec 2024

Admin Specialist

- Provide comprehensive legal support and report to **5+ expats.**
- Manage payments, budget, revenue, liabilities, and insurance for **5+ F&B branches.**
- Arrange and follow-up meetings and **10+ business trips per month** for **10+ staffs, including expats.**
- Record, review, and follow up on **100+ contracts, legal documents, and reports.**
- Responsible for liaising with **5+ internal departments** and dealing with **30+ external partners, including lessors and vendors.**
- Responsible for handling all procedures required for approval process for **opening, renewal, and closure of 5+ F&B branches**
- Support in organizing events: town hall, training sessions, and **3+ team-building trips per year.**
- Maintain compliance with company SOPs, ensuring all processes align with established standards.
- Other tasks assigned by line-manager

GHTK.JSC

Apr 2020 - Oct 2020

HR Admin

- Support in screening CVs, interviews, and issuing offer letters.
- Managed terms in labor contracts and recorded applicants' data accurately.
- Generated **+5 reports per week** for review.
- Other tasks assigned by line-manager