



TRAN THANH THAO

OBJECTIVE

With a strong sense of responsibility and a proactive attitude toward learning, I am ready to contribute to the organization's operational efficiency and continuously improve myself to grow alongside its development.

WORK EXPERIENCE

Bureau Veritas Consumer Products Service

Viet Nam Limited

Sep 2023 - April 2025

Pricing Clerk

- Read and analyze information related to quantities, pricing, and testing methods in product test reports to accurately calculate costs.
- Issue invoices on time and in accordance with procedures, based on calculated amounts from reports and payment information provided by customers on the test request form (e.g., company name, address, attention, etc.).
- Collaborate with the technical department to clarify report details as needed.
- Coordinate with other departments such as Customer Service, Business Development, and Accounts Receivable to verify special customer requirements regarding invoice details, applied pricing, and payment progress.
- Respond to customer inquiries regarding invoice-related issues and promptly resolve any errors.
- Led the implementation of invoicing procedures on a newly established system at a new company location, based on self-learning, initial guidance from management, and support from the IT team.
- Perform data consolidation and generate reports as requested.

Vietnam International Bank (VIB)


July 2022 - November 2022


Credit Intern

- Support the team members in drafting the required documents related to the loan and disbursement process.
- Arrange and check according to the validity and completeness of loan documents.
- Perform the lookup and in the necessary information to support the signal process: CIC, CLTF, disbursement slip, etc.
- Learn about credit and card products at the Bank

CONTACT

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EDUCATION

2019 - 2023

Ho Chi Minh University of Banking

Major: Finance and Banking

SKILLS

- Microsoft Word, Excel, PP
- Power BI: Data visualization, report building, and dashboard creation
- English: Toeic
- Teamwork and cross-functional collaboration
- The ability to acquire new knowledge or skills on your own initiative.
- Ability to work with precision and carefulness