

# ĐOÀN THỊ CẨM HIỀN

**Accounting Staff** 

# **CONTACT INFORMATION**

- 0366464857
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- B68,KDC Kim Sơn, Tân Phong,Q7, TPHCM

# SKILLS

Communication skills

Critical thinking

Analytical skills

Word, Excel, PowerPoint

# References

# Mr. Võ Thuận Hải

C&B Supervisor - Phu Hung Securities Corporation Email: haivo@phs.vn

# **Certifications**

2022

MOS Certification – Word & Excel (900+)

**2024** PET Certificate B1 (145)

#### **CAREER OBJECTIVE**

In the short term, I seek to develop my professional knowledge and practical skills in a dynamic, collaborative environment that values learning and growth. I aim to gain hands-on experience and build a solid foundation for my future career.

In the long run, I aspire to reach significant career milestones and take on roles where I can create meaningful value for the organization through innovative thinking, strong performance, and contributions to sustainable growth and strategic development.

#### **EDUCATION**

**Bachelor of Finance and Banking** 

9/2021 - 9/2025

**Ton Duc Thang University** 

Cumulative GPA: 7.99/10

## **Work Experience**

**Bilingual Tutor** 

3/2023 - Present

## FREELANCE BILINGUAL TUTOR

Teach Math, English, and Science based on Evan Moor and Cambridge curricula. Design lesson plans, prepare teaching materials, and develop customized resources tailored to student needs.

Support students in strengthening their understanding and knowledge retention. Regularly communicate with parents to provide progress updates and academic feedback.

**Customer Service Intern** 

8/2024 - 11/2024

#### VIETCOMBANK - TAN DINH BRANCH

Researched and expanded the individual customer database. Supported consulting activities and presented personal banking products to clients. Advised clients on product features, promotional programs, and service offerings.

Assisted in managing customer relationships and maintaining client satisfaction through professional communication. Provided support in handling service requests and collecting customer feedback.

Achieved over 50 new personal accounts opened, meeting assigned KPIs within the internship period.

#### **HR Admin Intern**

3/2025 - 5/2025

# **Phu Hung Securities Corporation**

Supported the HR department in managing and organizing employee personnel files. Monitored and reviewed employee records on a regular basis.

Assisted the C&B team in preparing KPI evaluation reports for departmental performance. Managed and updated personnel files for company collaborators and interns.

# **Academic Projects & Research**

#### **Capital Budgeting Project**

9/2023 - 9/2023

# "Startup Coffee Shop 24H - Chatoyant Coffee and Tea"

Conducted a comprehensive capital budgeting analysis for a startup coffee shop business, including investment appraisal techniques such as NPV, IRR, and Payback Period. Developed financial forecasts, performed sensitivity analysis, and proposed recommendations to optimize capital allocation.

# **Research in Financial Methodology**

9/2023 - 12/2023

# "Capital Structure and Financial Performance: A Study of Listed Oil and Gas Companies in Vietnam"

Conducted an empirical study to explore the relationship between capital structure (e.g., debt-to-equity ratio, total debt ratio) and financial performance indicators (ROA, ROE, ROS) of listed oil and gas firms in Vietnam.

Utilized Python for data cleaning, statistical analysis, and regression modeling. Performed correlation analysis and OLS regression to test hypotheses and interpret findings for strategic implications.

# **Graduation Thesis**

5/2025 - 8/2025

# "CSR Performance and Dividend Payout Policy: The Moderating Role of Board Gender Diversity"

Investigating how Corporate Social Responsibility (CSR) performance affects dividend payout policy, and whether board gender diversity moderates this relationship, based on panel data from ASEAN-listed firms.

Employed advanced econometric techniques to determine model suitability.

Performed the full analysis using Stata, including data preprocessing, model estimation, and interpretation of results.

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