



PROFILE

An analytical, energetic, and detail-oriented lawyer with extensive experience in corporate and legal matters. Skilled in business formation, corporate restructuring, investment compliance, intellectual property, permitting, due diligence, contract review, and lease negotiations.

CONTACT

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HOBBIES

Yoga, gym
Chess, board game
Travel

SKILLS

Word/Excel
Research
Communication
Organized, diligent
Liaison with Government Authorities

VU T. NGOC PHUONG

Legal Executive

EDUCATION

Lawyer | 2024 | Judicial Academy
Bachelor | 2018 | HCMC University of Law
MOS Word | 2018 | IIG Viet Nam
TOEIC | 2017 | IIG Viet Nam

WORK EXPERIENCE

TTC Group - Legal Executive

Mar 2024 – Present

- Researched corporate governance and resolved shareholder disputes.
- Drafted and reviewed company policies, ensured regulatory compliance, and liaised with government authorities.
- Managed tax disputes and administrative lawsuits for land lease extensions.
- Provided legal support across real estate, agriculture, hospitality, power, and education sectors.

HYLO (HYPEASIA) Group - Legal Executive

Jan 2021 – Jan 2024

- Registered and maintained all certificates and sub-licenses for F&B and nightlife businesses (e.g., Godmother, Octo Tapas, Beauty in the Pot, Bambam).
- Ensured compliance with all laws and regulations applicable to the food and beverage industry.
- Drafted, reviewed, and negotiated commercial contracts and agreements.
- Resolved disputes with other parties before initiating legal proceedings.
- Handled work permits and visas for foreign employees, including eVisa, work visas, investor visas, and TRC, etc.

LAWPRO - Paralegal

Aug 2019 – Jan 2021

- Advised, drafted, and reviewed various commercial and civil contracts.
- Provided guidance on legal and corporate structures, including registering local and FDI companies.
- Facilitated M&A transactions by offering legal advice and conducting due diligence.
- Conducted trademark availability searches, filed applications, and monitored the trademark registration process.