Contact:
89/6 Thai Phien, Ward 1, District 11, HCMC
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14/05/1998

# TRẦN KIM NGÂN

officer

## Skill

**Office information:
Can use Word, Power point, Outlook, Excel**

**Languages: English (B2)**

## Soft skills:

**- Good communication, confident;
- Good in teamwork;
- Can handle unexpected situations.**

## Experience

**Mar 2020 – Apr 2022**

Claim Department• Specialist • Cathay Life Vietnam

**- Claim task**
- Handling claim cases;
- Check the information and legit of the invoice
- Calculate the amount of insurance compensation
- Directly answer questions for customers;
- Discussing, reviewing and drafting contracts with hospitals; manage hospital contracts.
- Handling official letters and referral letters to support the investigator;
- Handling other work in internal processes related to the claim cases;
- Support to review the legality of internal records, customer supplied records;
- Support consulting, providing and updating legal information for the department;

**- Admin task**
- Manage internal storage records for the department.
- Manage stationery, Dept's letters.
- Pay internal expenses as required
- Support to make annual budget reserve

**Aug 2022 – Apr 2023**

Salesman • Infinity Jewelry Company
- Implement sales consulting processes;
- Support the sales department to survey the market and promote the brand;
- Prepare daily and monthly revenue reports
- Control promotional coupons at the store
- Internal record keeping.

**Jul 2023 – Oct 2023**

Claim Department • Seasonal employee • Vietinbank Insurance
- Handling claim cases;
- Check the information and legit of the invoice
- Calculate the amount of insurance compensation
- Directly answer questions for customers and agency;
- Handling other work in internal processes related to the claim cases;

## Education

**Hutech University [Sep 2016 - Mar 2020]**
- Majors: Economic law
- Degree classification: Very good
- Degree: Bachelor

**Ho Chi Minh City University of Law [Sep 2020 - Dec 2024]**
- Majors: Economic law
- Degree classification: Good
- Degree: Master