

PROFILE

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SKILLS

COMMUNICATION SKILL

TEAM-WORK SKILL

TIME-MANAGEMENT SKILL

CERTIFICATIONS

2024

Microsoft Office Specialist

2024

TOEIC 650

INTERESTS

Traveling, playing badminton, teambuilding with colleagues,...

VÕ KIM NGÂN OFFICER

OBJECTIVE

As a person who is eager to learn, creative, and active, I always want to try new things. Currently, I have at least 6 months of experience working in an administrative office position. I hope I can have the opportunity to work at the company so I can gain more experience and knowledge to improve myself and contribute a small part to the company's development.

WORK EXPERIENCE

SALES STAFF // 2019 - 2020

RED CIRCLE, CO. LTD (Circle K)

Display and sell the goods in store. Introducing promotional programs to customers Store cleaning

😑 SPARE PARTS SPECIALIST // August 2022 - May 2024

DIGITAL TECHNOLOGY TRADING - SERVICES Ltd Company (DIGITEK)

- Manage the general warehouse and branch warehouses by using the system and excel files.
- Report data weekly, monthly, quarterly, and yearly.
- Report on the export, import, and inventory of components in the warehouse by excel.
- Email to Headquarters about some service problems.
- Support colleagues on with other tasks.

EDUCATION

real English Linguistic // 2019 - now

Ho Chi Minh City University of Foreign Languages and Information Technology (HUFLIT)

Business English

HUMAN RESOURSES // May 2022 - August 2022

Ho Chi Minh City University of Foreign Languages and Information Technology (HUFLIT)

🎓 SOFT-SKILLS // May 2022 - August 2022

Ho Chi Minh City University of Foreign Languages and Information Technology (HUFLIT)

Research about some soft-skills and how to apply them in practice