



ĐOÀN THỊ CẨM HIỀN

Food Service Category Staff

CONTACT INFORMATION

- 📞 0366464857
- ✉️ doanhien.mmm@gmail.com
- 🌐 www.linkedin.com/in/camhien
- 📍 B68, Kim Son Residential Area,
Tan Phong Ward, District 7,
HCM City

EDUCATION

Bachelor of
Finance and Banking
Ton Duc Thang University

Cumulative GPA: 8.01/10

SKILLS

Communication skills
Critical thinking
Analytical skills
Word, Excel, PowerPoint

CERTIFICATIONS

2022 MOS Word & Excel (900+)
2024 PET Certificate B1 (145)

CAREER OBJECTIVE

I am seeking an opportunity to work in a professional and dynamic environment where I can apply my knowledge, gain practical experience, and develop essential skills. With responsibility, adaptability, and a willingness to learn, I aim to contribute effectively to the organization's development while pursuing long-term career growth.

Work Experience

Customer Service Intern

8/2024 - 11/2024

VIETCOMBANK – TAN DINH BRANCH

Search and expand the individual customer database.

Support in handling documents, records, and related procedures, ensuring compliance with internal regulations and legal requirements.

Build and strengthen customer relationships while improving service quality through effective communication and a professional attitude.

Achieved the target of opening 50 payment accounts within 2 months.

HR Admin Intern

3/2025 - 5/2025

Phu Hung Securities Corporation

Manage and maintain personnel records, review and update employee information to ensure accuracy, confidentiality, and ease of access.

Assist in preparing KPI reports to support performance evaluation processes.

Support employee welfare activities and administrative procedures.

Collaborate with other departments to address employee inquiries, contributing to an improved work experience and fostering a professional, cohesive workplace environment.

Academic Projects & Research

Capital Budgeting Project

9/2023 - 9/2023

"Startup Coffee Shop 24H – Chatoyant Coffee and Tea"

Prepared financial forecasts about cashflow, sensitivity analysis, and investment appraisal (NPV, IRR, Payback).

Proposed recommendations for optimizing capital allocation.

Graduation Thesis

5/2025 - 8/2025

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

Analyzed the moderating effect of board gender diversity on CSR and dividend policy using panel data from ASEAN-listed firms.

Applied econometric techniques (OLS, FEM, REM, 2SLS) with Stata for model testing and interpretation.