

Phan Mai Quỳnh

International Bussiness

University of Finance and Marketing

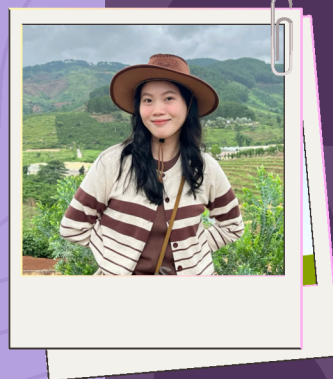
As a final-year university student, I am actively seeking full-time opportunities at companies that value innovation, global perspectives, and ethical business practices. My long-term goal is to build a career that integrates creativity and cultural adaptability.



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WORK EXPERIENCE

Export-Import Intern

AD Technology Co., LD

- During my internship at the company, I completed tasks including: verifying goods documentation and transacting with bank payment specialists.
- Additionally, I have prepared a report for my university during my internship, titled "An Analysis of the Payment Process and Risks Associated with the Telegraphic Transfer (T/T) Method for Import Transactions."

Customer Service Assistant Intern

SACOMBANK-DISTRICT 5

- Assisted in reviewing and verifying documentation for the issuance of Letters of Credit (L/C) for clients.
- Observed and gained practical insights into the end-to-end L/C issuance process.
- Observed and assisted in receiving payment documents submitted by clients after the execution of L/C transactions.

CERTIFICATE

- MOS Word 2019
- MOS Excel 2019
- English B2

EXPERTISE

- International Settlement
- E-commerce
- Internaltional Negotiation
- Goods Classification
- Presentation and teamwork

SOFT SKILLS

- Teamwork
- Creative Thinking
- Presentation
- Communication

HOPPY

- Drawing
- Lisening to K-pop
- Traveling
- Gardening
- Cooking
- Learning