

TRẦN TRÚC VY

ADMIN EXECUTIVE

INFORMATION



1999



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TERM GOAL

Short-term goal: To have a stable job in the right field and be able to develop myself in a new environment. Long-term goal: Learn, improve skills and experience to advance to a higher position, contribute to the development of the company

SKILL

Information technology Excel, Word, Powerpoint

ENGLISH

Basic English Certificate

EDUCATION



CAN THO UNIVERSITY 09/2017 - 07/2021

Major: Business Administration

Faculty: Economics

PRIZE

09/2024 **Excellent Performance** 01/2025

Excellent Performance

EXPERIENCE



CITIGYM | 2/2023 - 4/2025 **PERSONAL ASSISTANT**

- Carry out the process of welcoming new employees, issuing cards/uniforms and briefing the reception process
- Arrange meeting schedules, make meeting minutes for the Head of Department
- Support the Head of Department greeting guests, introduce the program to customers
- Make a list of monthly expenses: telephone bills, postage, printing costs, etc.
- Summarize and send off the work schedule of Sales staff
- Support the Head of Department in making proposals/targets/quantity of gifts/bonus costs
- Provide information related to the recruitment process/transfer of personnel/resignation/wage discrepancies.
- Order stationery and issue to Sales Department staff
- Perform timekeeping for Sales Department staff

- Search and select suppliers, make proposals and payment procedures
- Review information related to contract information: sales, number of Sales Department staff, installment payments, additional commissions, number of sessions practiced.
- Make periodic reports by day/week/month and report on request.
- Monitor invalid contracts and supplement documents received

from Sales Department staff to Data & System Department

- Closely monitor promotions, incentives, gifts, and support programs of the business to notify employees.



VIETFUTURE | 3/2022 - 1/2023

ADMIN EXECUTIVE

- Support the recruitment department in screening candidate profiles, scheduling interviews and conducting first-round interviews with candidates
- Prepare profiles and procedures for new employees
- Conduct training and integration of new employees on the company's culture, core values, working processes and regulations
- Timekeeping for employees
- Make probationary and official contracts for employees
- Make payments for company expenses: cash, electricity and water bill, living expenses for guests, business expenses for employees
- Order stationery, office tools and equipment on a monthly basis
- Manage office hygiene and equipment
- Order cakes, milk, tools and equipment for weekly
- Support the organization of departmental activities, order gifts for special occasions, organize birthdays for