



**Huynh Hung Phat**

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Vietnam

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# Huynh Hung Phat

## INTERNSHIP

### EXPERIENCES

(2014 – present)

#### ADMINISTRATIVE ASSISTANT

##### MODERN SAIGON HOTEL 2

###### PAPERWORK (PART-TIME)

Responsible for daily basis documents, monthly expenses (taxes, bills,...) and numerous office works. Arrange appointments between parties and act as a presenter for several meetings.

(2017)

#### EXECUTIVE STAFF ASSISTANT

##### AN DONG PLAZA SHOPPING MALL

###### FUNDING (PROJECTS)

Play the role of an idea-supporting person for the consult team and prepare slides for presentation as well as a public representative for direct investment proposals.

### EDUCATION

(2014 – present)

#### INTERNATIONAL BUSINESS

##### HOA SEN UNIVERSITY

GPA : 3.0/4.0

In the progression of learning as a fourth-year student. Holding the position as monitor for several classes which the responsibilities of organizing extra-curriculum activities.

### LANGUAGES

#### VIETNAMESE

Native

#### ENGLISH

Advanced\*

(\*) IELTS: 6.5/9.0

### PERSONALITIES

- Hard working, patient, punctual, responsible and hospitable.
- Flexibly adapted in multi environments.
- Interested in highly communicative jobs.
- Willing to learn new things and abiding regulations.

### CAREER OBJECTIVES

Yearning to learn more and more in terms of business-related experience.

Having a desire to become a successful businessman of multi-industry in multi-national organizations .

Achieving sufficient skills and knowledge to exert myself as a professional employee in an international corporation.

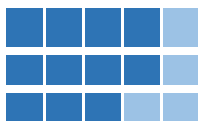
### SKILLS

#### OFFICE WORK

M.Word

M.PowerPoint

M.Excel



#### PERSONAL

COMMUNICATION

SOCIAL

TEAMWORK

CREATIVITY



