

CURRICULUM VITAE



PERSONAL DETAILS

Full Name: LE THI NGA
Date of Birth: May 4th, 1992.

Mailing Address: Tran Phu Street, Mo Lao Ward, Ha Dong District, Ha Noi.
Permanent Address: Tran Dai Nghia Street- Yen The Ward- Pleiku City- Gia Lai.
Mobile Phone: (+84) 987 782 703.
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Career Objectives: To develop the career path in Human Resources Field in a multinational firm where I can devote myself and gain experience while enhancing the company's reputation.

EDUCATION BACKGROUND/ CERTIFICATES

July, 2018	TOEIC Certificate (940/990) IIG VietNam (75 Giang Van Minh)
2010 – 2014	Academy of Finance (Vietnam) (AOF) Major: English Language. GPA: 3.35/4.00. Subjects relevant to applying position: Linguistics (9.3), Grammar (9.2), Pronunciation (8.3), English- American Literature (8.3).
2013- 2014	IELTS Course at GLN Vietnam Having completed IELTS Intensive Course (100% Scholarship from GLN Vietnam).

WORKING EXPERIENCE

09/2016- 08/2018	Headhunter - HR- LINK VIETNAM (Japanese Company) Responsibilities: <ul style="list-style-type: none">• Search and find the most suitable candidates fulfilling for the clients' requests (especially for jobs like Chief Accountant, HR & GA Manager, Technical Staffs, IT Developers (Java, .Net,..), IT Comtors, etc...),• Post jobs and requirements via recruiting websites like Vietnamworks, Jobstreet, Linked In, and communication channels, then attract and treat candidates courteously,• Hold interviews for those candiates regarding the clients' culture and working environment as well as their standards,• Follow and take care both clients and candidates to make them work collaboratively with
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	<p>each other,</p> <ul style="list-style-type: none"> • Make Recruiting contracts and Billing requests for clients in Japanese and English version as assigned. • Do some Admin tasks like answering telephone (from foreign customers in Japan, Singapore,...), holding monthly birthday party for staffs, etc.,
2014- 2016	<p>Academic and Student Service Officer - Ngoaingu24h English Center.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Recruit teachers through screening CV, preparing for interviewing and demo- teaching round as well as sending reviews for Academic Manager, • Teach Foundation Academic English, TOEIC preparation course to various learners (students, workers, Viettel officers,...). <p>Skill gained:</p> <p>Developing management skills as well as the ability of solving problems.</p>

PERSONAL SKILLS/ EXTRACURRICULAR ACTIVITIES

April, 2016	Attending Teaching Life Skill for Children Campaign in Sapa hold by Giac Mo Viet Nam
Nov, 2013	Taking part in English Festival hold by ACCA, Academy of Finance and GLN English Center.
2010 – 2013	<p>Guitar Club (belonging to AOF Student Association)</p> <p>Responsibilities:</p> <p>Being a Deputy of Club, managing human resources.</p> <p>Allocating people for any special events.</p>
2010- 2012	<p>Young Volunteer Group (TNT) in AOF</p> <p>Responsibilities:</p> <p>As a Team Leader of sub- team in TNT.</p> <p>Managing budgets and apportioning for activities.</p>
Skill gained	Teamwork, communication, expenditure management, negotiation and time-management.

ACHIEVEMENTS

- Scholarship for **Very Good Student** each semester.
- Won the **1st prize** with team in **English Festival** and received full scholarship for IELTS Intensive course.
- Certificate of Appreciation for contributing to the **Volunteer Exam Supporting Program** and **Green Summer Volunteer Campaign**.

INTERESTS

Travelling	Communicating and presenting in English
Playing guitar, listening to music	Attending Volunteer Organisation

REFERENCES

Mr. Inada Takuma

Japanese HR Manager of HR- LINK Vietnam

19 Duy Tan, Cau Giay, Hanoi, Vietnam

Mobile Phone: 024 6262 9966

Email: inada@hr-link.jp


Mrs. Vu Mai Phuong

CEO of Language 24h Company.



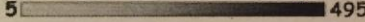
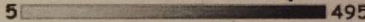
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LISTENING AND READING OFFICIAL SCORE REPORT

	Le Thi Nga		LISTENING		TOTAL SCORE 940
	Name		Your score 480		
			5  495		
	Identification Number		Date of Birth (yyyy/mm/dd)		
	2018/07/16		2020/07/16		
	Test Date (yyyy/mm/dd)		Valid Until (yyyy/mm/dd)		
			READING		
			Your score 460		
			5  495		

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