



Nguyen Thuy Linh

Business Analyst Intern

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👤 Female

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OBJECTIVE

Take advantages of social skills & experience and understanding of office work environment to become a Business Analyst Intern and bring a lot of value to make each project be productive and get good results. From that, I will contribute my best to the development of VNP Group.

SKILLS

Microsoft Office	● ● ● ● ●
English	● ● ● ● ●
Recruitment Knowledge and Experience	● ● ● ● ●
Teamwork skill	● ● ● ● ●
Logical thinking and creative	● ● ● ● ●
Customer Service Skill	● ● ● ● ●
Public Speaking	● ● ● ● ●
Time Management	● ● ● ● ●

HONORS & AWARDS

Certificate of Recognition in Voluntary Blood Donation in National Institute of Hematology and Blood Transfusion
(November 2019)

Certificate of Achievement in Recognition of Good Academic Results.
(2018-2019)

SERVICE STAR -Certificate of Achievement in Recognition of the best staff in CGV Machinco

EDUCATION

National Economics University (July 2018 > Present)
Major: Bachelor of Business Administration in English
GPA: 3.5/4

WORK EXPERIENCE

Global Property Company (August 2018 > December 2018)
Part-time Tele Sales and Marketing Staff

Main responsibilities:

- Write and upload product advertising post via Facebook, Forum...
- Introduce, consult products, new projects and answer customers' queries via phone, email and zalo.
- Assist with controlling goods and customer data in and out.
- Attend Courses to get information about new property projects and Sales Skill in the Company.

Recognition and Gains:

- Advertising products of the Company to customers effectively: contribute to a 20% increase in the number of customers within three months of working.
- Gain skills in discussing with customers via social media.

CJ CGV Viet Nam (October 2018 > August 2019)
Part-time Sales Staff in CGV Machinco

- Sell goods and tickets for Foreigners and Vietnamese at the Cinema.
- Advertise products and new combo to offline customers and on media publications such as: banner, posters, leaflets...
- Assist in answering enquiries and solve problems from customers occurred in the cinema.
- Make reports of sales everyday and assist in arranging profit of the day.

Achievements and skills gained:

- Be assessed positively by the cinema's managers: active, extremely adaptable, deep knowledge about products and be responsible to each sales and profit report.
- Observe, learn and catch customers' taste well.
- Improve English Communication Skill.

Mc Donald's Viet Nam (May 2019 > January 2020)

INTERESTS

Gym - Sports EDM Music
Learning foreign Reading books
languages

MOTTO

Let live a life with goals and objectives!

Mc Donald's Viet Nam (May 2019 > January 2020)

Part-time Sales and Customer Consultant Staff in Mc Donald's Thai Ha

- Sell goods and products for Foreigners and Vietnamese at the restaurant.
- Advertise and consult new products to customers and on media publications such as: banner, posters, leaflets...
- Assist in answering enquiries and solve problems from customers occurred in the restaurant.
- Make reports of sales everyday and assist in arranging profit of the day.

Achievements and skills gained:

- Be assessed positively by the restaurant's managers: active, extremely adaptable, be punctual and have deep knowledge about products and be responsible to each sales and profit report.
- Observe, learn and catch customers' taste well.
- Learn ways to have good relationships with customers.
- Gain teamwork and time- management skills
- Improve English Communication Skill.

TEKY Young Creative Technology Academy (November 2019 > March 2020)

HR Administration Intern

- Contact potential candidates and arrange appointments for interviews.
- Support with preparing job offer letters, following up with the new employees to collect personal documents, and sending on-boarding announcement emails to relevant departments.
- Manage the staff profile and staff database in both hard copy and the HR Avenue system.
- Support HR staff to issue and follow Letter of Employment, Internship Certificate and Termination Letter, Certified true copy of Labour Contract.
- Perform other tasks assigned by HR Manager as required.

Achievements and skills gained:

- Be assessed positively by the managers and other staffs in company: active, extremely adaptable, be punctual and well relationship keeping skill
- Observe and learn office working skills.
- Gain teamwork and time-management skills.
- Have a basic grasp of HR Administration in Recruitment and C&B department.
- Improve Communication Skill in office environment.

TOPPY Language School (January 2020 > Present)

Professional Lecturer

- Main position: Lecturer in Foundation and lower IELTS band classes
- System revising Main curriculum - grammar, vocabulary, reading & listening, speaking IELTS
- Supporting students to review weak skills
- Make teaching report everyday

Achievements and skills gained:

- Built good faith and relationship with students and their parents.
- Be assessed positively by the managers and other staffs in company: active, extremely adaptable, be responsible with students and each lecture.
- Observe and learn office working skills.
- Gain teamwork and time-management skills.
- Improve all English Skills.