



# Nguyen Anh Tuan

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## EDUCATION

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August 2017 - July 2018	<b>University of National and World Economy Sofia/Bulgaria (Master's Degree)</b> Major: International Business GPA: 8.5/10.0 (5.1/6.0) Master's degree classification: Very good Defense of Diploma Thesis: Excellent
Sep 2013 - July 2017	<b>National Economics University</b> Major: Development Economics GPA: 7.86/10.0 Bachelor degree classification: Very good

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## WORK EXPERIENCE

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Oct 2019 - Current	<b>Thin Phat Business Development.,JSC -VPBank</b> Position: Managing Director Assistant ( Research & Development Department) Main responsibilities: a. Primary Function: <ul style="list-style-type: none"><li>- To assist Managing Director during project implementation.</li><li>- Responsible for executing technical and business projects; supporting and following processes and procedures.</li><li>- To analyze data and work with team leaders to develop creative solutions.</li></ul> b. Program Implementation: <ul style="list-style-type: none"><li>- To track and update the work progress of teams daily / weekly / monthly / yearly.</li><li>- To track, review and report the KPIs results of the sales department lines, urging leaders to achieve the goal.</li><li>- To coordinate and monitor all appointments, meetings to ensure that schedules are logged, traced and remind all concerns.</li><li>- To prepare documents, reports, presentations for regular meetings, as well as unexpected reports when required.</li><li>- To ensure meeting minutes be dispatched / out within 48 hours.</li><li>- To work and coordinate with team leaders or other departments to ensure that the responsible job meets target and goals.</li><li>- To translate contract from English to Vietnamese and vice versa. (by order).</li></ul>
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- To assist Managing Director in other assigned tasks such as coordinating with organizational functions, administrative tasks ....
- Able to work in field (if necessary).

Recognition and Gains:

- Good time management and organizational, detail-oriented skills.
- Able to work under pressure to meet tight deadlines and handle multiple job offers.
- Great communication skills.

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Feb 2019 - Sep 2019

**Mekong Development Research Institute**

Position: Research Assistant

Main responsibilities:

a. Primary Function:

- To support Program coordinator (PC) in sample methodology designs & data collection by interviewing target groups.
- To assist Program manager (PM) during project implementation.
- To develop & maintain adequate training to interviewer volunteer before/during/after project.

b. Program Implementation:

- To conduct desk research for assigned research and consultancy projects.
- To write manual/job description, generate survey/questionnaire as directed by Program Manager (PM).
- To control & supervise volunteer during interview in all project locations (big cities or even ethnic villages).
- To clean/analyze data by using specific tools such as SQL, Stata, Survey CTO in order to draft report in advance.
- To assist with the monitoring, evaluation and reporting relevant to each program awareness campaign, as directed by the PM.
- To translate of English to Vietnamese and Vietnamese to English (by order).
- Able to work in field (if necessary).

Recognition and Gains:

- Logical mind is improved steadily.
- Being able to travel.
- Developing English skills totally.

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Sep 2018 - Dec 2018

**ThayVietAnh IELTS Center**

Teaching Assistant

Main responsibilities:

- Finding information, supporting teacher in preparing lessons.
- Supervising, Supporting students in the learning process.

Recognition and Gains:

- Providing efficient methodology.
  - Ability to work well independently, meet all deadlines.
  - Improving English skill.
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Sep 2017 - May 2018	<p><b>Freelancer</b></p> <p>Main responsibilities:</p> <ul style="list-style-type: none"> <li>- Tutoring for Secondary Main responsibilities:</li> <li>- Tutoring for students at the age of 12-13.</li> </ul> <p>Achievements and skills gained:</p> <ul style="list-style-type: none"> <li>- Composing teaching plan &amp; lesson plan in advance.</li> <li>- Teaching in an understandable way.</li> <li>- Improving knowledge in English, Math.</li> </ul>
Feb 2017 - May 2017	<p><b>Certificate Of Origin Department at Ministry of Industrial and Trade</b></p> <p>Internship</p> <p>Main responsibilities:</p> <ul style="list-style-type: none"> <li>- Finding information, knowledge about C/O, forms of C/O...</li> <li>- Customs Declaration Processing Staff ( Invoice, Packing List, Customs Declaration...)</li> </ul> <p>Recognition and Gains:</p> <ul style="list-style-type: none"> <li>- Gaining knowledge about Import – Export Process etc.</li> <li>- Foreign trade: Import/Export contracts, Invoice, Customs Declaration etc.</li> <li>- Praticing Communication, Problem-Solving, Team-Working skill.</li> <li>- Improving English speaking skill.</li> </ul>

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## EXTRACURRICULAR ACTIVITIES

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Sep 2013 - Jun 2017	<p><b>Investment Association - National Economics University, Hanoi, Vietnam</b></p> <p>Member of Media and Communication Department</p> <ul style="list-style-type: none"> <li>- Participating in the Organizing Committee " Guitar I-Feeling Talent Competition - 2014."</li> <li>- Inviting sponsors for the competition (from businesses, organizations, centers ...).</li> <li>- Introducing the contest to students of universities and calling for more than 150 people to register, for over 500 students to join in.</li> <li>- Managing club fanpage with more than 4500 likes. Specific work is posting, writing economic news, writing new members recruitment, supporting the organization of the club's activities.</li> </ul>
Sep 2013 - Aug 2014	<p><b>Faculties and Extracurricular activities - National Economics University, Hanoi, Vietnam</b></p> <p>Member</p> <ul style="list-style-type: none"> <li>- Participating in volunteer activities (relaying for the exam season, supporting for patient care after blood donation...)</li> </ul>

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## CERTIFICATIONS

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2017

IELTS Certificate with score 6.0

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## SKILLS

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**Language**

English

**Computer**

Word, Excel, Powerpoint

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## INTERESTS

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I like gym, music, traveling.

## REFEREES

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1. Assoc. Prof. Paskal ZHELEV, PhD  
Secretary General for International Cooperation  
University of National and World Economy (UNWE)  
Students' town, UNWE, office 20341700 Sofia, BULGARIA  
E-mail: pzhelev@unwe.bg  
Tel. +359 2 8195 491  
(Please ask about Tony- Vietnamese student).

2. Do Viet Anh (Chris Do)  
English Teacher at ThayVietAnh Ielts Center  
E-mail: Vietanh0802@outlook.com  
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