

DAM THI CHANG



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0764.628.526



PERSONAL DETAILS

Sex: Female

Date of birth: 1993/06/20

Address: Thai Nguyen village,
Thai Thuy district,
Thai Binh province

FAMILY MEMBER

DAD: DAM VAN THINH

MOM: PHAM THI LAN

ME: DAM THI CHANG

EXPERIENCE

VIET NAM ELICTRICAL REFRIGERATION AND EQUIPMENT INVESTMENT

May 2016 - july 2019

- ✓ Making ID Card for worker.
- ✓ Prepare work permit for engineer and worker in site.
- ✓ Timekeeper for workers.
- ✓ Buy office supplies, materials and reimbursement with company.
- ✓ Manage documents, profile for employee and staff.
- ✓ Prepare other relevant document.

EDUCATION

➤ HAI PHONG UNIVERSITY

MAYJOR: FOREIGN TRADE ECONOMY

SEP 2011 - JULY 2015

GPA: **2.74**

Degree classification: GOOD



OBJECTIVE

Take advantages of skill & experience working in professional environment, improvement and promotion for opportunity in the company. Become a professional Staff and bring a lot value to Company.

SKILL

- Office, Creative, dynamic
- Team work, independent work and management time
- The ability to adapt to the work environment
- Withstand high work pressure
- Resolve reasonable and fast when problem happen

TRAINNING

TAKE ADVANCED COURSE OF USING MICROSOFT OFFICE(WORD, EXCEL, POWER POINT)+ ENGLISH AND GET THE GOOD CERTIFICATE

HOBBIES

- Reading news and book
 - Listening to music
 - Travelling with friends
 - Walking
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PERSONAL ATRIBUTES

- Hardworking, responsible and enthusiastic
- Confident communicator
- Reliable and honest
- Fast learner, eager to learn
- Carefull

