



VU THI NGOC MAI

Vinh Tan Ward, Vinh Cuu Distrist, Dong Nai Province

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Work Experience

Position: Assistant Human Resources

Company: **Dona Victor Molds MFG** (2019)

- Making recruitment planning and take care all recruitment activities, ensure that qualified candidates are recruited timely to meet the needs of department
- Preparation of Human Resource reports and statistics
- Consulting to general director about human resource policies
- Controlling daily record, overtime calculation..
- Controlling training contract, probationary contract, labor contract for employee.
- Receive and update daily legal documents under the law
- Perform the tasks required by the manager

Position: Quality Assurance

Company: **Namyang Song May Company** (2018)

- Translate all documents including technical package, measurement and others relating to product
- Check the quality of input materials
- Perform quality control according to the control process
- Quality control of finish products
- Inspection of production process

Position: Education Consultant (Part-time)

Company: **Apax Leader English** (2017)

- Implementing and consulting education programs
- Take care of students, manage students with the software system of Apax
- Review the study of students at Apax interacting with parents of student
- Implementing event programs, extracurricular for students
- Prepare daily, monthly sales reports

Education

SAI GON UNIVERSITY (2013 – 2017)

Major: Bussiness Administration

Degree: Bachelor - Good

Skill

ENGLISH

- Reading, Writing : Pretty Good
- Speaking, Listening : Quite Good

COMPUTER

- MS Word, Excel, Power Point, Outlook

SOFT SKILL

- Problem Solving
- Presentation
- Team Work
- Time Management

Career Objective

- Learn more things when working in company to accumulate much experiences for future promotion
- Become a valued employee
- Work long term
- Increase salary

Hobbies

- Reading novel and detective story
- Traveling
- Shopping