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| **dam thi chang**  |  | | --- | |  | | Damchangtb3893@gmail.com | |  | | 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 thinhMOM: pham thi lanME: dam thi chang | | **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. | | **HOBBIES**   * Reading news and book * Listening to music * Travelling with friends * Walking | |  | |  | |  | | --- | | **Experience**viet nam elictrical refrigeration and equiment investmentMay 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** **skill**  * Office, Creative, dynamic * Team work, independent work and managerment 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 | |  |   **PERSONAL ATRIBUTES**   * Hardworking, responsible and enthusiastic * Confident communicator * Reliable and honest * Fast learner, eager to learn * Carefull |