

NGUYEN THI MINH KHUE

D.O.B: Nov. 20th 1981

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Position applied: Java_Junior

CAREER OBJECTIVE	Being a professional employee in a great cooperation for the strong development of employer as long as possible.
TYPICAL CHARACTERISTICS	<ul style="list-style-type: none"> ▪ Thoughtful ▪ Good critical thinking ▪ Self-motivated
EDUCATION BACKGROUND	<ul style="list-style-type: none"> ▪ University: HAUI (Hanoi University of Industry) Engineer of Computer Science Place: Hanoi, Vietnam ▪ College: ESTIH (ECOLE SEMI-PUBLIQUE DES TECHNOLOGIES INFORMATIQUES DE HA NOI) Technician of Information Technology Place: Hanoi, Vietnam ▪ High school: Le Quy Don High School Place: Hanoi, Vietnam
SOCIAL ACTIVITIES	<ul style="list-style-type: none"> ▪ Leader of students in ESTIH in 2003, ▪ Participate in RED CROSS of Dong Da District - Hanoi from 1999 -2005
WORK EXPERIENCES	<p>Vietconsult International Corp. (VIC) <i>Hanoi, Vietnam</i> Technician <i>Sep. 2005 – Jan. 2009</i></p> <ul style="list-style-type: none"> ▪ Tracing map and training computer software ▪ Using argis, autocad and some other softwares to execute projects ▪ Handling error of products ▪ Communicating in English ▪ Communicating a little in Japanese <p>Vietnam Water Supply Sewerage and Environment Construction Investment 6 Jsc. (Viwaseen6 Jsc.) <i>Hanoi, Vietnam</i> Office Staff <i>Jan. 2009 – Jun. 2013</i></p> <ul style="list-style-type: none"> ▪ Purchase of goods, office supplies ▪ Works on dispatches, documents ▪ Events for the company ▪ Resolving treatment regime for workers ▪ Directing telephone, answering customers
FOREIGN LANGUAGE	<p>English</p> <p><i>Speaking: good</i> <i>Writing: good</i></p> <p><i>Listening: good</i> <i>Reading: good</i></p>
SKILL	<ul style="list-style-type: none"> ▪ Independent studying and researching skills - Good - Experience: 10 Years ▪ - Collected information from many sources: library, research books and Internet to enrich my knowledge. ▪ - Well reading comprehension of English documents

	<ul style="list-style-type: none"> ▪ Communication and presentation skills - Good - Experience: 8 Years <ul style="list-style-type: none"> - Acquired experience about effective communication methods. - Realized the importance of communication skills ▪ Team work skills - Good - Experience: 8 Years <ul style="list-style-type: none"> Role as an English Quality Employee to connect with other members from different departments to achieve the company targets. ▪ Computer - Good - Experience: 12 Years <ul style="list-style-type: none"> - Good at Windows XP, Word, Excel, Power Point and Technical - Had knowledge of Database Administrator (Access), Mail, Internet, Adobe Acrobat, Antivirus. - Had knowledge and interested in software programming
HOBBIES	<ul style="list-style-type: none"> ▪ Yoga including training, commenting and doing ▪ Reading literary books and watching classic movies ▪ Foreign traveling
REFERENCE	<ul style="list-style-type: none"> ▪ Mr. Ngo Van Dzung General Director of Vietnam Water Supply Sewerage and Environment Construction Investment 6 Joint Stock Company Email: ngodung73@gmail.com ▪ Mr. Mai Thanh Truc Sales Manager of Vinh Trinh Joint Stock Company Email : trucmt2000@gmail.com