



# HOÀNG THỊ THU PHƯƠNG

Office staff

**Phone:**   
**Add:** Huong Xuan commune, Huong Khe district, Ha Tinh province.  
**Email:**   
**BOD:** August 29, 1995.

## OBJECTIVE

Desire to have a stable and long-term job and have the opportunity to use the accumulated knowledge and experience to develop in work.

## EDUCATION

2015 - 2019 Nguyen Tat Thanh University  
Major: Business English  
GPA: 2.9/4

## SKILLS

- ★ Proficiency in Chinese listening, speaking, reading and writing skills, has passed HSK4 exam.
- ★ Can communicate in English basically.
- ★ Skilled in using various office software such as Word, Excel, Power point.

## WORK EXPERIENCE

Dec 2013 - July 2015	<b>Gia Phu Packaging CO.,LTD</b> Assistant
Nov 2019 - Nov 2020	<b>Hue Phong Footwear Joint stock Company</b> Office Staff
Jan 2021 - Sep 2022	<b>Aoburya Import and Export Co., Ltd</b> Office Staff
Sep 2022 – May 2024	<b>TBS group</b> Purchaser

## QUALITIES

- ★ Responsible and carefully in work.
- ★ Honest, modest.
- ★ Friendly, eager to learn.

## LANGUAGES

English	★★★★★☆☆☆☆
Chinese	★★★★★☆☆☆☆