

# NGUYEN HUONG LAN

*With more than 05 years working at an organization of three companies, trying in many different positions and fields, I hope to have the opportunity to apply all my accumulated experience and knowledge to work and dedicate to your company.*

- About short term objectives: Looking for more effective working environment with new challenges, a job that suits my qualifications.*
- About long term goals: Become a team leader, a manager who contributes business strategies for firm's developments in the next 3 - 5 years.*

## WORK EXPERIENCES

### MINH NHUT GROUP

**03. 2019 - Present**

#### “CÀ PHÊ GỐC” BUSINESS HOUSEHOLD

**03. 2019**

##### *Business Staff / Human Resource Manager*

- Responsible for receiving and processing orders.
- Update the price of coffee beans and contact suppliers to place orders.
- Monitoring and urging the business activities of 09 coffee stores.
- Arrange, organize meetings and assign work schedules for more than 20 part-time employees every week.
- Make plans and organize product marketing events at Universities such as Hong Bang University, Hutech University, ...
- Recruit employees and collaborators.
- Manage revenue, costs, and salary policies of the whole system.

### MINH NHUT LAW COMPANY, LTD

**04. 2020**

##### *Assistant Lawyer*

- Meet customer and gathers the necessary documents.
- Manage all types of records (drafting, printing, sorting, copying and package documents).
- Arrange schedules and go on business with lawyers
- Participate in processing documents related to corporate legal and economic contracts.

### MINH NHUT AGRICULTURE

**06. 2021**

##### *Operation Manager/ Assistant Director*

- Coordinate the work of departments in the Company from warehousing, transportation to the office.
- Work directly with Bank's leaders on the application for loan limits, disbursement documents.
- Arrange and schedule meetings with partners (preparing documents, booking flights, hotels, etc, ...).
- Directly negotiate with Customers about price, quantity, product quality, and other criteria. Then draft the purchase and sales contract.
- Manage the arrangement of purchase invoices and issue sales invoices. Promote the monitoring and recovery of debts.
- Support the accounting department to make tax declarations and reports when necessary.
- Advise superiors on employee policies and business development strategies.



## CONTACT



01 - 07 - 2000



Hiep Phu, Thu Duc City, HCM City

## EDUCATION

2018 - 2022

### HO CHI MINH UNIVERSITY OF BANKING

- Major: International Economics
- Degree: Bachelor
- GPA: 3.14 / 4.0

### CERTIFICATES :

- Language: English level B1
- Information Technology: Microsoft Office Specialist ( Word, Excel, Powerpoint)

## SKILL

- Negotiation
- Effective teamwork
- Planing business strategies.
- Leadership: Managing and training a team of 5 -10 members.
- Critical thinking
- Flexibility
- Time Management

## ACTIVITIES

2018 - 2021 :

- Vice President of Sharing the English Passion Club - HCM University of Banking
- Head of the organizing committee of TOEIC TRIAL TEST 2020

2023 - Present :

- Volunteer of Traditional medicine group - Charity clinic of Long Thanh pagoda.