

LÊ THỊ QUỲNH GIAO



22/07/1989



266/2 Nguyễn Duy Dương, P. 4, Q. 10, TP. HCM



quynhgiaole89@gmail.com



0903 620 423



Training Executive

WORK EXPERIENCE

• Executive 02/2022 - 03/2024 LKBank investment joint stock company

- Support sales dept. inhouse and 3P.
- Connect the sales department and partners to promote sales growth.
- Build payroll & calculate salary for sales department, commission for 3P.

• Coordinator 07/2010 - Now

- Coordinating with the MB brand to consult and support MBAL services.
- Financial consultant at AVIVA Vietnam.
- Leader of Building HR dept. project for 24H Plus Company, BCredit.
- Member of VFA Group - financial analysis group.

• Planning & QA 01/2015 - 07/2016 Training specialist

VPBank Finance Company Limited

- Building & controlling training plans/budget/report/QA.
- Following up & controlling training activities.
- Building training process/forms/policy.

• Training specialist 09/2013 - 09/2014 MatBao Corporation

- Leader of the E-Learning project.
- Building training regulation/process/policy/ plans.
- Developing/ Delivering/ Organizing/ Managing training activity;
- Coordinating with Marcom dept. to organize and perform training events, internal events.

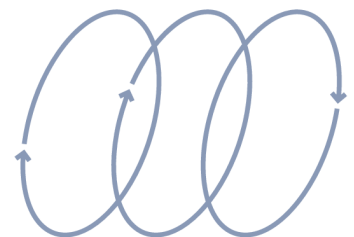
EDUCATION

- The mathematics of finance 2008 – 2012
University of Economic HCMC

- Certificate of Advanced Financial Analysis - 2013 - IIB

- Certificate of Banking and Finance Specialist - 2014

Institute of Economic Research and Business Management



SKILLS

• Microsoft Office

• English

• Teamwork

• Presentation