



THUY NGUYEN THI

Female

05/01/1995

Nguyen Thi Dinh Street, Thu Duc City, HCM City, VN

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I appreciate and try to improve myself in terms of my professional skills, knowledge, professionalism and professional virtues every day. Therefore, I can devote my intelligence and strength to the development of your Company, with a broader vision of a successful future for myself.

Education

The Theater - Cinema University of Ho Chi Minh City, Film director
10/2014 - 12/2019
Excellent

Certificate

06/2024: Professional Certificate "Financial Report Analysis"

01/2024: Professional Certificate "Executive Director"

10/2023: Professional Certificate "Foreign Secretary"

2015: Office computing credits

Work experience

United Consultancy and Investment Land Corporation, Assistant to the Chairman
08/2022 - 30/09/2024

+ Business development:
- Create ST25 rice brand for the company: find inputs

Skill

- **English communication: 6/10**: + Good English communication ability: read, write, listen, communicate with customers confidently and fluently

- **Office informatics: 8/10**: + Proficient in using Word, Excel, necessary office applications and tools.

- **Career advantages: 9/10**:
+ Progressive and eager to learn
+ Perfectionist and professional
+ Be careful, work well in teams, have a sense of responsibility
+ Creative and dynamic
+ Good diplomacy, sensitive to the business market, quickly grasp the requirements and psychology of partners to advise the Board of Directors.

Interest

- Reading books, listening to music,

- outputs, negotiate contracts, import ST25 goods, announce ST25 products, evaluate market value to set selling prices, calculate revenue - profit.
- Create a coffee brand for the company: naming, design consultation, product announcement, contract deal closing,...
- Import and export of agricultural products and food: find input - output, quote, contact Logistic to conduct transportation, logistics to check product quality, finalize payment.
- Coordinate transportation of goods between parties: warehouse - customer; cont - port, warehouse; shipping units.
- Survey, make statistics, calculate feasible costs - or not for projects.
- Check, monitor, consult project documents, directly discuss with partners: Sand mine exploitation, domestic trading, foreign import and export items, industrial park construction projects, etc..
- Check and edit domestic and foreign trade contracts.
- Working with the accounting department with the bank when the Company needs financial capital.

+ Marketing - sales:

- Propose and run sales programs for products.
- Place product advertising podiums in the lobby
- Hire PGs, PBs to sell products
- Work with designers, create advertising maquettes

+ Internal affairs and internal management of the Company:

- Manage and assign work from the Board of Directors to departments,
- Observe and report the work results of departments to the Board of Directors,- Participate in the recruitment process,
- Internal Company consultation for the Board of Directors,
- Arrange schedules, meetings, receive documents, records, archive...

Experience gained:

- Participate in many different investment projects, learn experience in implementing and handling project situations.
- Participate and contribute in a small way to the management and operation of human resources.
- Improve your business knowledge and expertise.

Nam Huong Investment and Communications Joint Stock Company, Editor

03/2021 - 07/2022

- One of the members who produces the content of Business Style Magazine.
- ■■■ and online event editor,
- Write articles and PR for entrepreneurs, businesses, and experts.
- Write sports pr articles, technology news,...
- Carry out post-production work, event support, media, filming,

- Travel: the fastest way to learn culture and understand the development between regions - regions and countries,
- Watch old French & British romantic movies, fairy tale movies, heroic action movies

3-year plan

- The first 2 years: identify your own advantages in business. Select a profession - a field that matches existing market needs along with your own abilities.
- Last 1 year: establish a small business for yourself, manage and operate it firmly.

character interviews,...

- Manage electronic newspaper websites.

Experience gained:

- Get to meet, talk and listen to the business knowledge of successful entrepreneurs in running businesses,
- Grasping the market cycle and the general situation of each business in different industries,
- Learn about business communication and marketing strategies,
- Quick to listen and grasp new knowledge,
- Work with a plan, eager to learn and willing to progress,
- Cultivate skills in communication or writing.

Freelance work

2017 - 2020

- Do part-time work at fashion stores, restaurants, reception for hotel and supermarkets,
- Open a small clothing stall at Tan Binh market, sell online, learn about online fashion marketing.

Experience gained:

- Grasp the immediate market and customer tastes,
- Collaborate with small businesses to create motivation for developing larger-scale business knowledge.

Bao Viet Film One Member LLC, Film crew secretary + Film crew treasurer

3/2015 - 7/2016

- Carry out the work of preparing the scene, actors' profiles, and studio permits before filming,
 - Support the director with specialized tasks: track (logic), remind actors' schedules, note movie parameters,
- Calculate the crew's daily food costs, and pay the actors' salaries.

Experience gained:

- Acquire and improve professional knowledge,
- Challenge yourself with many roles,
- Team work, adapt to all situations.