



Thu Duc City, Ho Chi Minh City

EDUCATION

**University of Economics
and Finance
2020 - 2024**

Major: Business Administration

GPA: 3.85/4.0

CERTIFICATION

- Digital marketing
- Apply basic information technology (MS Word - Excel - Powerpoint)
- TOEIC - 910

ACHIEVEMENTS

- 50% scholarship for 4 years
- The salutatorian of the faculty
- Talent scholarship 2023
- Top 3 in academic achievement
- Deputy secretary of the branch

SKILLS

- Attention to detail
- Data analysis
- Interpersonal skills
- Presentation
- Searching and filtering information
- Team leadership
- Teamwork
- Time management

NGUYEN VU NGOC TUAN

ASSISTANT

ABOUT ME

I am a results-driven Business Administration fresh graduate with a strong passion for creating managerial values and developing data-driven business strategies. Proficient in interpersonal communication skills, teamwork and attention to detail. Seeking new opportunities to leverage skills and knowledge to contribute to a dynamic team.

EXPERIENCE

Mar 2024 - Jun 2024: Internship at Retail Management position

- Company: Vietcombank
- Internship report topic: Credit granting activities for individual customers at Vietcombank - Tan Dinh Branch
- Responsibilities:
 - 1. Collect personal and financial status of customer for credit appraisal (5 files/day)
 - 2. Consult and approach potential customers (50 customers/day)
 - 3. Collect data to analyze corporate financial statements for making a decision on credit grant (5 files/day)

Nov 2022 - April 2023: Scientific Research Project

- Research topic: Factors affecting the decision to watch Vietnamese movies at theaters in Ho Chi Minh City
- Responsibilities:
 - 1. Conduct a market research and analyze collected data to conclude which factor has the most influence to choose a Vietnamese movie.

Feb 2023 - Mar 2023: GreenMove Project

- Organization: ForGood Vietnam
- Report topic: Brand Analysis and Management for GreenMove
- Responsibilities:
 - 1. Conduct a market research and analyze competitors' brands.
 - 2. Analyzing brand image and point of difference of the project.
 - 3. Check data and checking errors of the report.

OTHER ACTIVITIES

Nov 2020 - Jan 2021: Logistics Department - UEF Spring Festival 2021

- 1. Come up with ideas and setting up a booth.
- 2. Transport materials, food and beverage to the booth.