



# LAI KHANH HUYEN

## WORK EXPERIENCE

### TEACHING ASSISTANT

Hanoi, Vietnam

GLN ENGLISH CENTER | Mar 2019 - Dec 2020

- Managing teaching activities and teaching materials.
- Observing and evaluating students' capability and improvements.
- Communicating with parents in terms of a student's progression.

### SEASONAL ONLINE SUPPORTER

India

EY - Parthenon | Apr 2019 - May 2020

- Translating interview records, documents, survey questionnaires sent by the company's associates in the India branch.
- Performing the callings and visiting directly to listed English Centers in Hanoi and Ho Chi Minh City in the company's file to collect the information and data required by the company.

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## EDUCATION

### BACHELOR OF ACCOUNTING

Hanoi, Vietnam

HANOI UNIVERSITY | 2017-2021

- GPA 3.1/4.0
- Outstanding Results in the school year 2019-2021: Taxation: 9.2/10 (A+), Audit theory: 8.1/10 (B+), Audit of Financial Statement: 8.7/10 (A).

### ACCA PAPER F6 - TAXATION

Hanoi, Vietnam

SAPP Academy | 2020-2021

On-going course

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## SOCIAL ACTIVITIES

### LEADER OF EVENT DEPARTMENT

DYNAMIC HANU CLUB (HANOI UNIVERSITY) | Oct 2017 - Oct 2018

- Preparing agenda and preliminary plan for the club's events
- Supporting the vice presidents in preparing proposals for specific events and managing the financial budget

### COMMUNICATION ASSISTANT

2030 YOUTH FORCE VIETNAM | 2019 - present

- Managing 2030 Youth Force Vietnam social media channels
- Proposing communication plans
- Translating or paraphrasing communication contents into Vietnamese/English

## ABOUT

I am a senior student at Hanoi University, seeking a full-time position in the field of accounting and taxation, in which I am craving for learning hands-on experiences and can apply my knowledge and skills for continuous improvement.

## PERSONAL CONTACT

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## PERSONAL SKILLS

- English: Upper – Intermediate (B2)
- Computer Skills: Microsoft Office (Word, Excel, PowerPoint); MISA software (basic) - Accounting Software: 9.4/10 (A+)
- Other skills: Presentation Skill, Time Management Skill, Teamwork Skill

## ACHIEVEMENTS

2019-2020:

- The Faculty of Management and Tourism Excellent Scholarship for top 10 students with the best performance
- The Lotte Scholarship for the top 4 students with the best performance during semester