



*Trinh
Nguyen Ngoc Phuong*

Shopee GLP Vietnam 2021

CONTACT

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194/4/5 Bui Dinh Tuy St, Ward 12,
Binh Thanh District

SKILLS

English



Teamwork



MS Office



HOBBIES



Listen to music



Reading book



Travelling

EDUCATION

UNIVERSITY OF ECONOMICS
HO CHI MINH CITY

October 2018 – January 2021

Master of Business Administration - MBA

HO CHI MINH CITY UNIVERSITY OF
TRANSPORT

September 2014 – July 2018

Economic construction – Estimated construction
costs

Combined GPA: 3.07

WORK EXPERIENCE

ADMIN CUM INTERNAL ACCOUNTANT @
J2L Co.,Ltd

June 2019 – October 2019

Fulltime employee

*Admin

- Archives of company documents and contracts.
- Making foreign investment reports for FAI Vietnam.
- Purchasing (materials, goods, stationery,...)
- Take care of operating efficiently and activities.
- Report directly on weekly, monthly and quarterly work to the General Manager.
- Support to Strategic, HR Department (contact the candidate for an interview, onboarding new employee,...)
- Planing, booking ticket and hotel for business trip.

* Internal Accountant:

- Pay and save purchased invoices.
- Make and get reports to Social Insurance Agencies.
- Declare information of worker in company