



## NGUYEN HUY THAO QUYNH

Bachelor of Laws

### CONTACT INFORMATION

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📍 Binh Thanh, HCMC

📅 May 5, 1999

### OBJECTIVE

Recent university graduate with a Bachelor's Degree in Law with specialization in Economic and Commercial Law. Capable of well time management, strong research skills, enthusiastic and always willing to learn, with a can-do attitude, and a team player. Seeking a full-time opportunity in the fields of legal, banking or human resources.

### SKILLS

**Language:** English (Intermediate)

**Computer:** Word, Excel, Powerpoint

### WORK EXPERIENCE

#### Trainee in accounting department

Saigon Vietnam Construction Consulting Joint Stock Company | Apr 2022 - Jun 2022

- Timekeeping, organizing meetings for customers and the specialized departments of the company.
- Notarizing documents, paying company expenses, checking statistic data, entering electronic invoices
- Achievements: Successfully complete the work assigned by the company, and complete the work report.

#### Accounting

Unitech Store | Oct 2021 - Apr 2022

- Checking bank transactions, financial statements.
- Preparing strategies for selling products, make the content for product postings on social media.
- Achievements: Transform from a selling online store to an offline business store.

#### Sales Accounting

Electronics, Clothes Online Shop | Sep 2019 - Oct 2021

- Checking bank transactions, managing the number of imported and sold products.
- Preparing and make the content for posting on social media to boost product sales.
- Support the process of packaging and delivering products.
- Achievements: Making first income during the study time

### EDUCATION

University of Economics and Finance | 2018 - 2022

Specialization: Economic Law - Commercial Law  
Degree Name: Bachelor

Graduation Type: Good

### CERTIFICATIONS

- Advanced information technology application certificate
- General English Test at Upper Intermediate Level (CEF B1)