



CAO THỊ HƯƠNG MINH

📅 August 31, 2000

☎ 0982840167

📍 HCM, Vietnam

👤 Female

✉ huongminh3108@gmail.com

EDUCATION

FINANCE - BANKING

Aug 2018 - Jul 2022

HUFLIT - HO CHI MINH CITY UNIVERSITY OF FOREIGN LANGUAGES AND INFORMATION TECHNOLOGY

Expected to receive a diploma in March 2023

WORK EXPERIENCE

PART-TIME SERVICE STAFF

Oct 2018 - Feb 2019

TRUNG NGUYEN LEGEND GROUP

- Advise and introduce the company's products directly to customers.
- Directly answer customer questions.

PART-TIME SALE STAFF

Aug 2020 - Nov 2020

CONVENIENT STORE - GS25

- Sales directly at the store
- Promote products
- Make a daily revenue report.
- Make a monthly inventory report.

INTERN INDIVIDUAL CUSTOMER

March 2022 - May 2022

ACB - ASIA COMMERCIAL JOINT STOCK BANK

- Manage customer data
- Organize files and documents
- Signing and stamping documents
- Customer care

TELLER

Oct 2022 - Dec 2022

PUBLIC BANK

- Transfer money domestically and abroad
- Generate and archive reports
- Organize and store files and documents
- Counting money, a bunch of money
- Customer care

SKILLS

Word, Excel



English



CERTIFICATIONS

MOS WORD 2016 SPECIALIST
2022

MOS EXCEL 2016 SPECIALIST
2022

TOEIC 580
2022

