



DO THI HOAI LY

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OBJECTIVE

- Short-term goals: Desire to work in a dynamic and professional working environment. Improve experience, knowledge and develop soft skills
- Long-term goal: Become an official employee of the company, bring benefits to the company, high income.

EDUCATION

2016 - 2020	Ton Duc Thang University International Business Major
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WORK EXPERIENCE

October 2020 - Now	Rever Real Estate Technology Company Limited Admin & HR support <ul style="list-style-type: none">- Supporting management, posting on the company's Fanpage, posting job advertisements- Screening candidates and scheduling for interviews- Weekly report to manager- Assisting in the organization of company events and seminars- On duty at the reception, in charge of the meeting room area, scheduling and preparing to arrange meeting rooms- Instructing new sales to integrate and implementing the company's regulations and processes- Supporting sales in printing, photocopying, signing and delivering lease, purchase and sale contracts- Managing, storing, making cooperation contracts for sales to sign- Paying bills for electricity, water, photocopier, and other costs incurred- Registering and distributing items for Sales such as uniforms, namecards, employee badges,...
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July 2020 - September 2020	Hanwha Life Company Limited Human Resources Intern <ul style="list-style-type: none">- Posting job advertisements, screening candidates and scheduling for interviews- Interviewing candidates- Instructing new worker to integrate and implement the company's regulations and processes- Daily report to manager
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February 2020 - April 2020	Infinity Logistics Company Limited Documentation intern <ul style="list-style-type: none"> - Support printing, copying documents for staffs - Sorting documents and contracts - Translating documents and contracts
February 2019 - June 2020	Gyu-kaku Japanese BBQ Service staff, Cashier, Receptionist <ul style="list-style-type: none"> - Communication skills and ability to work under pressure - Paying bills, save information to make invoices for customers - Checking the shop's ingredient quantity

CERTIFICATES

2019	TOEIC 595
2017	MOS Office Word 2010
2017	MOS Office Excel 2010
2019	Customs Operation
2018	International Transport and Insurance
2020	Bachelor's degree
2020	Professional Certificate in Human Resource Management

HONORS & AWARDS

2017, 2018, 2019	Blood Donation
2016	The third prize Good student in literature 12 city level