

Curriculum Vitae

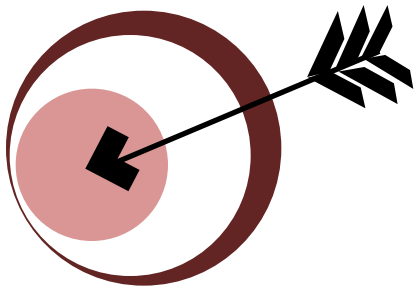
Nguyen Ngoc Hoa

INFORMATION

Date of birth : 16th December 1990
Place of birth : Bac Ninh
Mobile phone : (+84) 976 429 459
Email : nguyens.oha@gmail.com

CAREER OBJECTIVE

My career goal is to become a valuable employee in a large company. To achieve this goal, I always work hard, learn from people and try my best to finish everythings the best. I believe opportunities will become to worthy person. I hope to have a special career which I pround of it.



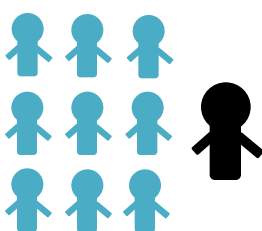
EXPERIENCES

Aug/2014 - Present

VNSUN EQUIPMENT AND TRADE SERVICE LIMITED COMPANY

Position : Administrative cum accountant

- ✓ Monitored income and spending to do monthly report.
- ✓ Supervised Schedule of workers in yard.
- ✓ Made administrative works.



Jan/ 2014 – June/2014

SUNRISE MEDIA JOINT – STOCK COMPANY

Position : Script writer

- ✓ Created content for film.
- ✓ Allocated film.
- ✓ Combined with other deparment to complete film.

May/ 2013 – Dec/2013

QUANG DUNG INVESTMENT TRADING AND SERVICE LIMITED COMPANY

Position : Accountant

- ✓ Supervised about safety of workers in yard.
- ✓ Made daily report to send to partner.
- ✓ Supervised materials situation in warehouse.
- ✓ Monitored income and spending to do reports every month.



July/2012 – Mar/2013

A DONG TRADING AND SERVICE JOINT – STOCK COMPANY

Position: Assistant

- ✓ Contacted with customers by telephone.
- ✓ Drafted commercial contracts.
- ✓ Monitored costs of company and wrote reports every month.
- ✓ Realized transaction with bank.

Dec/2012 – Feb/2013

VIETNAM BANK FOR INDUSTRY AND TRADE



Position: Intern

- ✓ Found out about documents about bank to write report.
- ✓ Practised specialist skills in bank.
- ✓ Assisted banking experts in basic transaction with clients.

Nov/2008– Nov/209

VOLUNTEER STUDENT TEAM OF HUBT

Position : Member

- ✓ Be on duty the Youth Union's office to dealing administrative works three sessions per week.
- ✓ Supported leader to setting up charitable programs (creating game shows for orphans at foster- homes, setting up list of gift for children and so on.)
- ✓ Seeked difficult situations to recommend for aid.
- ✓ Participated annual programs as: "Giving Strength in Exam Season", "Blood Donation".
- ✓ Attended public events. ("No Smoking", "Environmental Protection", "Earth Hour", etc.)
- ✓ Keep in touch with potential customers (sending birthday card or promotional programs...)

EDUCATION

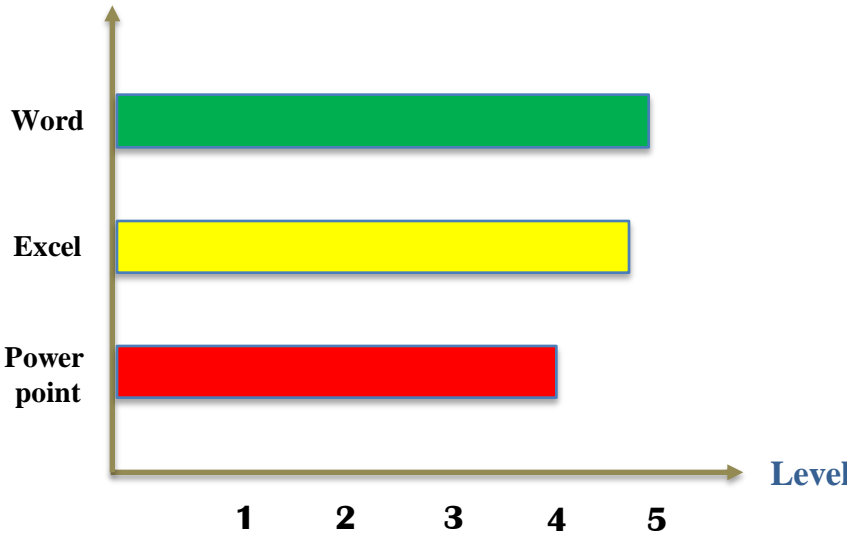


Ha Noi University of Business and Technology:
Bachelor of Finance and Banking (2008 – 2012)

LANGUAGES

Vietnamese : ★★★★★
English : ★★★
Korean : ★★

SOFTWARE



PERSONAL QUALITIES

I am active, enthusiastic, reliable and careful. I am willing to learn and do what takes to get a job done well even under pressure or on far mission. Beside, I'm sense of responsibility, carefulness in all the works done are my greatest strengths.

HOBBIES



Surfing web



Reading economic books



Listening to music



Joining in social activities



Traveling

REFEREES

Ms. Nguyen Thi Thu
Assistant- Humanitarian services for children of Vietnam
Phone : 0903299806
Email : thunguyen@hscv.org