**CURRICULUM VITAE**

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| **GENERAL INFORMATION** |  |
| **Candidate information:** |  |
| Full name: Nguyễn Thanh Hà  Date of birth: 31/08/1991  Marital status: Single  Language: Vietnamese (mother tongue)  English (6.0/9.0 IELTS)  Height 169cm |
| **Contact Information:** |
| Address: 3/A7, 8 Quang Trung St.  Ha Dong Dist., Hanoi  Country: Vietnam  Mobile: +84 169 69 31891  Email: [hant.dav@gmail.com](mailto:hant.dav@gmail.com) |

**DESIRE POSITION: DATA ENTRY STAFF**

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| **CAREER OBJECTIVES** |
| *Framgia Vietnam has been known for its actively environment and professionalism so it would be a great honor for me to join your team, to make my dream of pursuing the Administration career path comes true. As a matter of fact, I chose the position of Data Entry Staff because the job matches my personality as a very detail person, and also because of my previous working experience as an order desk/ administrator matching with the position. In terms of objectives, I have always been interested in pursuing a career in international factor so I believe by the next 4 years; I will have equipped with best practices and a ton of experience concerning the field and, hopefully, become a strong right hand for Framgia Vietnam. I expect that in 4 years I will become a versatile staff that wills definitely a great contribution to your organization. All in all, with my skills and previous knowledge about this field, I believe I can make a good contribution to Framgia Vietnam.* |
| **EDUCATIONAL BACKGROUND** | |
| *2009 – 2013*: **Diplomatic Academy of Viet Nam**  – Hanoi, Vietnam   * Major: **Bachelor of International Economics** Mode of study: **Full-time**   - Grade: **Good** Score: **7.48** (top 20 of the Faculty) Full score: **10**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **CERTIFICATIONS & LANGUAGE LEVEL** | | | | | | Name of Certificates | Score | Level | Issued Date | Issued by | | **Mastering Office Tools** | **7.5**/10 | **C** | 18 – Jun - 2013 | **Diplomatic Academy of Vietnam** | | Foreign Language Tests | Score | Level | Issued Date | Issued by | | **IELTS** | **6.0** | Listening : **6.5**  Reading : **6.5**  Speaking : **6.0**  Writing : **5.5** | 03 – Dec - 2013 | **IDP Education Vietnam** | | |

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| **WORK EXPERIENCES** | |
| *11/2014 – present* | **Supply Chain Management – LG Electronics Vietnam** |
| **Order Desk Team**  *(temporary contract 6 months)* | * Manage domestic purchase orders, support sales team   - Receive order from salesman, check all necessary information  - Input order on time, within the day of receiving  - Manage the right order type, correct information, data  - Control previous month incentive deduction management & Prompt Limit Inquiry   * Daily sales-inventory report (product based)   - Extract raw data from company system daily  - Make report and send to Salesman, Product manager, Top managers, etc.   * Other requirement from manager |
| *07/2013 – 08/2015* | **Guest Relation ,Housekeeping Office - Hotel Nikko Hanoi** |
| **Guest Relation Officer**  *(6 months +)*  **Administrator**  *(1.5 years)* | * Monthly reports to General Manager * Controlling VAT bills monthly, quarterly, annually * Controlling guests' database, and implementing guests' loyalty program * Making department's SOPs document (Standard of operation) for the newly opened Club Lounge * Welcoming and serving VIP guests: preparing for their arrivals, assisting during staying, assist in transportation, travel arrangement. * Processing payment of guests * Controlling the Club lounge's daily facilities * Acting as Assistant Director of Rooms’ secretary and administrator of Housekeeping Department (60 staffs). * Provide administravice tasks (handling all documents, reports, memoranda and correspondence for the Executive Housekeeper and the Asst. Executive Housekeeper; maintains file of same. * Takes and transcribes dictation and minutes of meetings; drafts routine or simple correspondence for the approval of the Exec, Housekeeper or the Asst. Exec. Housekeeper |
| *09/2012- 12/2013* | **Apollo English Vietnam** |
| **Teaching Assistant**  *(1.5 years )* | * Motivate children to participate in classroom activities * Assist teachers in the supervision and monitoring the class * Translate for teachers/parents if they want to speak to each other about their child’s progress or problem. * Support Customer Service Officer Dept., ELF Material and Marketing Dept. of the Center * Placement Test Admin Assistant |
| *01/2012- present* | **American International School Corporation -** **American School English Center** |
| **English Head Teacher**  *(4 years ++)* | * Prepare lesson plan and teach English for students compiled English materials such as: Finger prints books, Backpack books, etc. * Utilize wide range of course books, materials and a variety of audio-visual aids to improve student learning. * Communicate with parents about their child’s progress and participation throughout the lesson. |
| *05/2011 – 09/2011* | **Drectorate of State Protocol - Ministry of Foreign Affairs** |
| **Part-time**  **Liaison Officer**  *(3 months in summer break)* | Conducting the 44th Annual meeting, Board of Governors Asian Development Bank   * Accompany the Indonesia ministers and high-level delegations with airport pick-up, car and hotel arrangement, event reminding. * Translate all requested conversations as well as during meetings. * Report any difficulties and relevant information to the Supervisor |

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| **ACHIEVEMENTS** | | |
| *01/2010* | **Excellence Award** | The quiz on the UK pathway programs – British Council |
| *10/2011* | **Consolation Prize** | “Canada – Gain knowledge, Win prizes” – Government of Canada and The Consulate General of Canada in Ho Chi Minh City |
| *06/2012* | **Third Prize** | For excellence in Online Quiz – Blue Ocean Education |
| *2011 – 2012*  *semesters* |  | Diplomatic Academy’s semester scholarship for top excellent students of the university |

*(Hard copies of certificates are available on request)*

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| **VOLUNTEER and EXTRA-CURRICULAR ACTIVITIES** | |
| *07/2010 – 09/2010* | **Green Summer Volunteer Campaign** |
|  | Organizer |
| Duties | * Share with orphan and disable children in Mai Chau province, Hoa Binh * Teach English for children |
| *10/2010* | **17th ASEAN Summit & Related Summits** |
|  | Guide/Volunteer and Liaison Officer |
| Duties | * Work as volunteer in opening/closing ceremony events and other events at welcoming desk, pre-arrange the guest lists, receive and respond to their specific requests. |
| *09//2010 – 06/2011* | **Union Youth – Diplomatic Academy of Vietnam** |
|  | Assistant/event organizer |
| Duties | * Oorganize activities such as: social activities, voluntary activities, music shows and events. |
| *09/2011 – 05/2012* | **Young diplomats club** |
|  | Member |
|  | * Collect news, present and discuss on diplomatic issues |
| *10/2011* | **Youth Day 2011** |
|  | Member of Fund-raising team   * Find potential businesses, contact & negotiate for financial sponsorship |

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| **REFERENCES** | | | |
| **Name** | **Occupation/ Profession** | **Relationship** | **Contact info** |
| **Ms. Thang Thu Huyen** | **Order desk Manager**  LG Electronics Vietnam | My Manager | +84 4 3934 5151 (Ext: 1092)/  (+84) 912 416 168  [huyenthu.thang@lge.com](mailto:huyenthu.thang@lge.com) |
| **Ms. Sachiko Yamabe** | **Assistant to Guest Relation Manager),** hotel nikko hanoi | My Manager | +84 4 38223 535 (Ext: 4007)/  (+84) 903 232 746  [agrm1@hotelnikkohanoi.com.vn](mailto:agrm1@hotelnikkohanoi.com.vn) |
| **Ms. Hoang Anh** | **EFL Material Officer,** Apollo Education and Training Organization | My Manager | +84 4 3537 3251/  +84 (0) 125 485 2313  [anh.hoangt@apollo.edu.vn](mailto:anh.hoangt@apollo.edu.vn) |