

# Nga Tran Thi Tuyet

HR Admin - 1 Year of Experience



## Basic Information

Birthday	14/02/1997
Nationality	Vietnamese
Maritality	Single
Gender	Female

## Languages

English	Intermediate
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## Skills

Support Business Process  
Multiple Task Handling  
Work Arrangement  
Document Filing  
Microsoft SQL Server  
Python Programming  
Data and Reporting

## Contact Me

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## Summary

Dedicated to learning how to improve results. As a data analyst, I'm looking to use my data analytic expertise to help my business perform better.

## Work History

### ◆ Admin & Strategy staff

Sanrimjohap Vina Co.,LTD

10/2019 - 11/2020 (1 year 2 months)

- Maintain a regular record of receipts and expenditures, as well as a running total of all expenses with a daily report. Perform accounting procedures, such as verifying the accuracy of accounting vouchers, issuing invoices, preserving accounting records, and handling the bookkeeping and vouchers system. Keep track of forest sale payments and interest payments on international loans to ensure timely payment.

- Keeping track of the employees' time spent. Personal documents should be updated, labor contracts should be archived, and staff records should be kept up to date. Around the same time, support the HR department's draft plans, notices, and decisions. Increase and decrease social security, as well as carry out processes for settling employee social insurance payments

### ◆ Representative

Pasal English Education Company

03/2018 - 05/2019 (1 year 3 months)

- Make sales planning according to monthly targets
- Deploy sales with CTV team to ensure set goals
- Manage, recruit, and develop the sales team
- Develop and expand the market
- Implement market promotion programs to bring potential customers
- Develop content for the company's communication channels
- Coordinate the opening and coordination during class time; classroom quality reports

## Education

### ◆ Data Analyst

Others - IMIC Technology

11/2020 - 05/2021 (7 months)

- Understand how to use SQL query programming techniques to analyze, process, and monitor data statistics.

- Master the basics of Python, as well as object-oriented thinking.
- Working knowledge in databases

◇ **Professional Personnel Administration**

Bachelors - UNIVERSITY OF ECONOMICS HO CHI MINH CITY

05/2020 - 08/2020 (4 months)

completed

◇ **TOEIC**

Bachelors - IIG VIETNAM

12/2019 - 12/2019 (1 month)

Toeic 645

◇ **Applied Mathematics**

Bachelors - SAIGON UNIVERSITY

09/2015 - 10/2019 (4 years 2 months)