



LUONG THI THU THAO

Legal Executive

April 2, 1996

Female

0347538781

luongthithuthao96@gmail.com

Binh Thanh District, Ho Chi Minh City, Vietnam

OBJECTIVE

As a careful, energetic, and progressive person, I am currently looking for a full-time position in a more challenging environment to gain experience for future advancement. I hope that with my youth and positive energy, I can contribute to the company's success.

SKILLS

Communication

Logical thinking and creative

Responsibility

Computer

INTERESTS

- Reading book
- Travel
- Listen music



EDUCATION

HO CHI MINH UNIVERSITY OF LAW

2014 - 2018



WORK EXPERIENCE

WEGEN ENERGY LTD.,

MAR 2019 - PRESENT

WeGen Energy, the investment company on solar energy rooftop has subsidiaries in Singapore, Philippines, Vietnam. WeGen bases on optimizing renewable energy sources combined with electricity storage systems and DER management software to provide the energy solution for all scales of use from households to industrial, commercial.

Legal Executive

1. Legal Executive

- Prepare, draft, revise, review and/or provide comments on all documents, agreements, templates and/or other documentation of the Company (including Sales Contracts, MOU, NDA, Business Corporation Contract, Lease Contracts,...);
- Translate contracts and other materials into English or Vietnamese;
- Handle documents and procedures related to IC, ERC, visa for foreigner;
- Participate in Due Diligence related to investment projects;
- Legal update; research, analyze and provide legal advice on activities as well as the business and operations of the company;
- Prepare the Minutes of internal meetings in the company.

2. CEO's Assistant

- Coordinate with the professional departments to prepare required documents;
- Receive and check documents from departments before submitting them to the CEO's signature;
- Communicate information of the Director to relevant departments and report to CEO;
- Support booking air tickets, accommodation, and pay expenses for the CEO;
- Perform the task required by CEO.

ABC VIRTUAL COMMUNICATIONS INC

AUG 2018 - MAR 2019

ABC Virtual has a representative office in District 3, Ho Chi Minh city. The core strengths include Payment Gateway Services and Integration, IT Outsourcing, Hosting Providers and Data Centers.

HR Executive

- Design and implement overall recruiting strategy;
- Search CVs and transferring them into the company's standard form;
- Develop and update job descriptions and job specifications;
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule. Assess applicants' relevant knowledge, skills, soft skills, experience aptitudes;
- Onboard new employees in order to become fully integrated Monitor and apply HR recruiting best practices;
- Provide analytical and well documented recruiting reports to the rest of the team;
- Assist in HR and admin tasks related to store operation.

TALENTNET CORPORATION

MAR 2018 - AUG 2018

Talentnet is the leading HR consulting firm in the country, with nearly 20 years of experience in the local labour market through professional HR solutions designed to meet the diverse needs of Vietnamese and international clients.

Intern

- Support in attendance registration data;
- Manage social insurance, medical insurance, unemployment insurance ensure to do it under Vietnam insurance law;
- Consultant to labor about salary and benefit;
- Receive and update daily legal documents under the law (special about Labor Law);

- Make reports, health and unemployment statements monthly.



CERTIFICATIONS

TOEIC Certificate with score 600

2018



REFERENCES

Nguyen Hoang Quan Nuong
HR Director of WeGen Energy
Email: nuong.nguyen@wegen-energy.com
Mobile: 0938919988

Truong Trong Thao
General Director of WeGen Energy
Email: thao.truong@wegen-energy.com
Mobile: 0908128710