

Contact

www.linkedin.com/in/hanhungnguyen (LinkedIn)

Top Skills

Project Management
Quality Control
Human Resources (HR)

Languages

English (Professional Working)

Certifications

Google Project Management:
Specialization
Project Management Professional
(PMP)
ISTQB

Honors-Awards

Best team leader of the year

Nguyen Nhung

Manual Tester
Hanoi Capital Region

Summary

Experience

PREP

Manual tester
August 2023 - Present (1 year 8 months)

Sotatek., JSC

Manual tester
December 2021 - August 2023 (1 year 9 months)
Hanoi Capital Region

MSI Reproductive choices in Vietnam

Senior Human Resources Specialist
March 2021 - December 2021 (10 months)
Hanoi, Hanoi, Vietnam

STS software & technology Service Co.,

Senior Human Resources Officer
September 2020 - February 2021 (6 months)
Hanoi, Hanoi, Vietnam

World Star International JSC

HR / Admin Team Leader
October 2017 - September 2020 (3 years)
Hanoi, Thành Phố Hà Nội, Vietnam

NEAD CO., LTD

Accountant
February 2016 - October 2017 (1 year 9 months)
Hanoi, Thành Phố Hà Nội, Vietnam

- Check the reasonability and validity of dossiers of request for advances, payment requests, accounting invoices,...
- Check the reasonability and validity of dossiers of request for advances, payment requests, accounting invoices,...
- Make receipts and payments, accounting on software
- Check, monitor, compare and perform the settlement of internal liabilities (advances) and customer liabilities
- Check the report of inventory with the warehouse
- Explain data and provide supply of documents and data to tax authorities, auditors at the request of the chief accountant

TEQUIMAT CO., LTD

General administrator and account manager

May 2013 - April 2015 (2 years)

Hanoi, Thành Phố Hà Nội, Vietnam

Education

QR-solution center

· (May 2022 - July 2022)

National Economics University (NEU) Vietnam

Master's degree, Human Resource Management · (2011 - 2013)

Hanoi University

Bachelor's degree, Finance and banking · (September 2007 - May 2011)