



## CÔNG TY TNHH TM DV KỶ NGUYỄN VÀNG

Văn phòng : Lầu 5, cao ốc Báo Tuổi Trẻ,  
60A Hoàng Văn Thụ ,P9, Q.Phú Nhuận, TPHCM

Điện Thoại : 08. 39975721 – 3 9976956

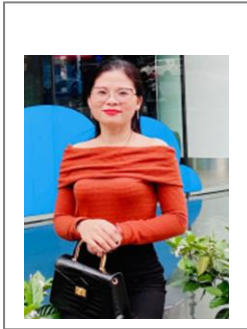
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## CURRICULUM VITAE

### PERSONAL INFORMATION



Name : MAI THI PHUONG  
Gender : Female  
DOB : 1989  
Address : District 1, HCMC

### EDUCATION

**Highest degree : Business Law**

At : Economic and Law University of Vietnam (2016 – 2019)

**International Economics**

National Economic University of Vietnam (2008 – 2012)

**Certification : Assistant to CEO**

CED Business Center (2016 – 2017)

**Soft skills Development**

Center Thien Viet Group (2011)

**Integrated Accounting**

National Economic University of Vietnam (2010)

### SKILLS

- ❖ Soft skills
  - Good listening and with great patience, good negotiation, communication skills, document reading and fast memorizing.
  - Good solving problems, excellent interpersonal skills to effectively manage relationships and ensure deliverables from vendors, agencies both internal and external stakeholders, a target-driven mindset for future.
  - Strong organizational and analytical skills in managing.
- ❖ Computer Skills
  - Excellent: Excel, PowerPoint, and Word.
  - Good Internet search.



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### **WORKING EXPERIENCES**

**From 04/2021 to 01/2022**

**Current Company: NAM KHANG (NAM LONG GROUP)**

**Position: Assistant of CEO cum Admin Manager**

**Main Duties:**

- Report to CEO (Mr. Chí)
- In charge of business section, working with projects, suppliers

**From 08/2019 – 04/2021**

**Last Company: KHC GROUP**

**Industry: Real Estate Investment**

**Position: Internal Affairs Director**

**Main Duties:**

- Responsible for the organization and personnel work of the KHC group, management and capital construction; administrative documents; implement policies, salaries and work environment for employees.
- Check and review proposals before submitting BOD; monitor and urge the implementation of conclusions and conclusions at other sessions assigned from BOD.
- Forecast and evaluate the results of the professional departments to coordinate with the influential departments proposed and fix for the solution submitted to the BOD
- Managing and coordinating all activities of the HR department, training, communications marketing, and the verticals of member companies belong KHC group.
- Member of Advisory Board, Advising, assisting and coordinating activities as directed by BOD.
- Improving the spiritual life, helping employees of KHC group maintain a stable income and ensure the welfare regime at work.
- To provide administrative support to the CEO in the follow up and completion of departmental work plans and implementing organizational projects and programmers.
- Organizing training programs, ensuring the quality of personnel for the group to be increasingly improved effective job performance.

**From 01/2019 – 07/2019**

**Last Company: TNI GROUP (TRUNG NGUYEN INTERNATIONAL COMPANY)**

**Industry: Coffee**

**Position: Production Manager**

**Main Duties:**

- To provide support to the CEO in delivering overall strategic objectives: Domestic, KCF, and International business. Assisted in development of KPIs for all divisions



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- To provide administrative services including diary management, booking meetings, planning events, organizing travel and preparing travel itineraries, correspondence and prioritizing emails for the CEO. Minimize unnecessary plan and time redundancies in procedures
- Worked closely with the CEO and Senior Leadership Team through regular correspondence, arrange meetings and prepare briefing materials for the CEO.
- Provided administrative support from various department and to assignments and initiatives on behalf of the CEO's office as and when required; praised for effectiveness
- To ensure all correspondence and relevant materials are produced in a timely and accurate manner.
- To coordinate departmental reports and documentation for the Board of Trustees meetings and other meetings with outside partners. complimented for efficiency
- To conduct research/ analysis as directed by the CEO. Provided insights that cost saving and productivity.
- To provide administrative support to the CEO in the follow up and completion of departmental work plans and implementing organizational projects and programs.

**From 02/2017 – 10/2018**

**Last Company: HALGROUP**

**Industry: Cosmetics, spa**

**Position: Assistant/Secretary to Chairman (BOD)**

**Main Duties:**

- Supervised CEO's scheduling; worked with lawyers to solve legal issues of projects.
- Communicating monitoring with all departments the directions of the BOD Executing and supporting new projects for BOD: Phuc An Khang Hospital, Phu Quoc vacation project, Paragon building project, Korean ginseng tobacco project. All on time and under budget management.

**Achievements:**

- The best price with partner in Ginseng tobacco, supporting BOD in handling situations quickly to save time and effectively solving issues resulting in better on-time delivery and price reduction resolved partner conflicts leading to results above
- Awarded outstanding employee of the Company Group 2017.

**From 06/2015 to 02/2017**

**Last Company: TIEN VIET THAI**

**Industry: Feed production**

**Position: Administrator Manager and Assistant to General Manager**

**Main Duties:**



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- Office management in Ho Chi Minh: scheduling, evaluation; and all other HR functionality.
- Participating into all meeting with BOD, noting and giving comments if needed.
- On behalf of general manager to contact with foreign partners in matters related to products, customers.

### **Achievements:**

- As Motivator colleagues to work on time, efficiently and professionally, support colleagues with information and work with customers, partners; maintain close relationship, improved key account mgmt. Expedited the management process for CEO & partners; cost saving oriented

**From 11/2013 – 05/2015**

**Last Company: OVAL VIETNAM**

**Industry: Construction Production**

**Position: Administration Supervisor and Assistant to CEO**

### **Main Duties:**

- Organize, prepare documents and filing for CEO meeting. Record all internal and external meetings minutes.
- Maintain close relationships with state agencies in a number of areas: license, customs, and inspection
- Managed import/export arm of the company: Liaise with partners, work with Logistics to import goods and coordinate with sales department.
- On behalf of the CEO, managed important customers: Petrolimex Vietnam, PVOil Thanh Hoa, PVOil Hanoi, Thanh Le Petroleum, PVtrans Vung Tau
- Managed partner relations and recruit and interview new staff.

### **Achievements:**

- Streamlined office work, highly valued in establishing relationships and handling situations with clients.
- Supervision supplier logistics, frequently complimented by coworkers and supervisor on constant contribution to company

**From 02/2012 – 06/2013**

**Last Company: UMOVE JSC**

**Industry: Travel Services**

**Position: Sales Executive**

### **Main Duties:**

- Search customer information and plan a contact, work with them



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- Coordinate with marketing department to introduce products and promotions to customers
- Prepare and Final contracts, negotiating with customers to sign agreements.
- Assist salespeople handle some difficult situations for retail customers
- Contact and telemarketing with foreign suppliers to order
- Work with Logistics for importing products to the company
- To open L / C, permit, customs ...
- Combine with accountant to collect customer debt for the company.

### **Achievements:**

- 3 months continuous sales growth: Feb, March, April /2013
- Signed some big contracts: Xuan Lien Nature Reserve in Thanh Hoa Province; some foreign partners buy charity at pagodas, and educational institutions in Vietnam.
- Trusted and praised by colleagues and supervisor.

## COMMITMENT

I commit that the information provided above is completely true and your company can refer to it for recruitment.

