



**LÊ KHÁNH VÂN**  
**Tester**



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Tester

## OBJECTIVES

Developed myself in a comfortable and dynamic environment with a chance to advance.

☎ 0862210540

✉ khanhvan.9500@gmail.com

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## PERSONAL PROFILE

Gender	: Female
Birthday	: 07/06/1995
Marital status	: Single
Nationality	: Vietnamese
Country	: Vietnam
Address	: 278 Kim Giang, Hoang Mai District, Ha Noi, Vietnam

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## CAREER INFORMATION

Level	: Non - Experienced
Salary	: Negotiable
Job type	: Full time
Industry	: IT - Software
Location	: Ha Noi

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## EXPERIENCE

Year(s) of Experience: Under 1 year

Current Level: Experienced (Non - Manager)

### 11/2021 - 3/2022: Funix Center – A member of FPT Corporation Tester course

#### Complete 4 certificates:

- Software Testing (create test cases, test report, record bugs,... )
- Database Systems (SQL server, practice SQL statements, ...)
- Introduction to Software Engineering (SRS document, diagrams, ...)
- Mastering your computer (software, hardware, internet,... )

### 4/2021 - 8/2021: HR Executive - P. Dussmann Vietnam Co., Ltd

Recruiting personnel for Hanoi branch  
Timekeeping, salary calculation for employees  
In charge of work related to social insurance for employees  
In charge of the input procedures for new employees  
Drafting labor contracts, tracking and maintaining employee records

5/2020 - 4/2021 : Sales Admin - SVC TRADING AND TECHNICAL SERVICE JSC

Sales Admin:

- Creat purchase orders, contracts for customers
- Provide document related to sales, store customer database and sales documents.
- Order and delivery goods to the customer
- Prepare certificates of origin and quality upon delivery.
- Execute reports upon request from manager

5/2017 - 4/2020 : Sale Support - Bach Khoa Solar Energy Development And Investment Joint Stock Company

- Report of Business plan of Hanoi branch
- Create purchase orders, contracts for customers and distributors.
- Provide document related to sales, store customer database and sales documents.
- Order and delivery goods to distributors

OBJECTIVES

From 3 – 6 months: Become a junior tester  
From 2 - 3 years : Become a senior tester

GITHUB & PROJECT

Test report & bugs list:

[https://github.com/khanhvan95/CV\\_Le\\_Khanh\\_Van](https://github.com/khanhvan95/CV_Le_Khanh_Van)

EDUCATION

Highest Degree Level: Bachelor

Completion date 7- 2017  
Bachelor - University of Economics and Law (National University of Ho Chi Minh City)  
Major: International Trade Law

SKILLS

Teamwork skill	★★★★
Communication skill	★★★★
Office software skill	★★★★
Time management skill	★★★★
Analysis and reporting skill	★★★★
SQL server	★★★
Redmine server	★★★

LANGUAGES

Vietnamese - Intermediate  
English - Intermediate

CAREER HIGHLIGHTS

Excellent staff of month  
Excellent staff of year 2018