

TRAN THI LANH

Legal Officer/Office Staff



EDUCATIONS

2015 - 2019

HO CHI MINH CITY UNIVERSITY OF TECHNOLOGY - HUTECH
Bachelor of Laws

2018 -2019

UNIVERSITY OF ECONOMICS HO CHI MINH CITY - INSTITUTE OF DEVELOPMENT ECONOMICS RESEARCH (IDR)

Has completed the training course of morden banking and finance.



EXPERIENCE

10/2018 - 02/2019

BINH DUONG PROSECUTORS OFFICE

- Word Processing, Typing, Data Entry
- Preparing legal papers and briefs, researching legal issues, and drafting legal documents
- Reviewing and analyzing laws, regulations, and cases related to specific industries

2020 - 2021

ASIANTIQUE COMPANY LIMITED

- Sale Admin
- Word Processing, Typing, Data Entry
- Scheduling, event planning, customer service
- Help colleagues and set up the office in a way that streamlines processes
- Sort and distribute correspondence as soon as possible
- Ensure information is accurate and valid by creating and updating records
- Plan and schedule meetings and appointments
- Drafting contracts and other legal documents

2021 - now

PRODUCTION AND TRADING OF MULTI FUNCTIONS CLOTH
(since 2021)

RESTAURANT BUSINESS "BEP QUANG NGON"

(I have started my restaurant business since 2022)



SKILLS



TIME
MANAGEMENT



PUBLIC
SPEAKING



DEXTERITY

CONTACT :

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LANGUAGE

English - B1

