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|  | **CURRICULUM VITAE** | |
|  | **PERSONAL DATA** |  |
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|  | Name:  Sex:  Nationality: Date of Birth: Place of Birth: Marial Status: Address:  Telephone No:  Email: | **NGUYEN THI MY TRANG** Female  Vietnam August 30th 1995 Ho Chi Minh city Single 688/41/22 Huong Lo 2 Street, Binh Tri Dong A Ward , Binh Tan District, Ho Chi Minh City 0962.962.307 Nguyenthimytrang.3008@gmail.com |
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|  | **TARGET:**    **BACKGROUND** | I love my choice. To me, my career is absolutely respectful. I am trying all my best to create differences. |
|  | From 2007 to 2010  From 9-2010 to 12- 2013 | **TAN LOI THANH SECONDARY SCHOOL, BEN TRE, VIETNAM**  **NGUYEN DINH CHIEU HIGH SCHOOL, BEN TRE, VIETNAM** |
|  | From 2013 to 2018 | **NGUYEN TAT THANH UNIVERSITY, HO CHI MINH, VIETNAM and HO CHI MINH CITY UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES** |
|  | **WORKING EXPERIENCES**  **B’smart**  **-cashier**  **Tea & Coffee, Bakery** | Serving customers and dealing with their requests.  Cash handling on the checkout and in the cashing up of tills.  Dealing with customer queries, customer complaints, and refunds on the customers service desk.  Serving customers and dealing with their enquiries, orders and requests.  Conducting quality tests.  Have to work efficiently and within a team to avoid a back log of stock, packing pies. |
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|  | **KEY SKILLS** |  |
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|  | **Communication skills** | The experience at work as well as organizing outside activities has improved my ability to communicate effectively with everybody. It also taught me the importance of listening, supporting and respecting the others. |
|  | **Computer Skills** |  |

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| --- | --- | --- | --- | --- | --- | --- |
|  |  | MS Excel MS Word PowerPoint Windows Internet, Email | | Intermediate Advanced Advanced Advanced Very efficient use of Internet for information searching and generating | | |
|  | **Languages Skills** |  | |  | | |
|  |  |  | |  | | |
|  | Vietnamese | Fluent | | Fluent | | |
|  | English | Not too bad | | Not to bad | | |
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|  | **ACTIVITIES** | Reading psychology books, watching movies, TV, swimming, playing piano and traveling, teaching and presenting in public. I like working with my friends because I am really extroverted. | | | | |
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|  | **PERSONAL QUALITIES** | Sense of responsibility, carefulness in all the works done are my greatest strengths.  + Strength: dynamic, sociable, good communication, flexible, team-building, and being willing to help anyone | | | | |
|  |  | + Weak: shy at public speaking, limited experience. | | |  | |
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