



# TRẦN NHÃ YÊN

Application – Decathlon  
Department Leader

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## EDUCATION

### Bachelor of Accounting

International University HCMC  
2021 – 2025

### Highschool diploma with honor

Gia Dinh highschool  
2018 – 2021

## HARD SKILLS

- Finance & Accounting tools: (quickbooks, microsoft tools,...)
- Digital Tools: Canva, Google Workspace, Slack, Excel
- IELTS 7.0
- Basic French communication
- Marketing & Sales: Knowledge in digital marketing and customer consulting

## SOFT SKILLS

- Leadership & Team Management
- Communication & Consulting
- Problem-solving
- Adaptability
- Cross-cultural collaboration
- Time management & Organization

## REFERENCES

### PNJ GROUP

Trinh Anh Tuan – Chief Accountant

**Phone:** 0909494792

### JOLO ENGLISH CENTER

Ms Thao – Chief manager

**Phone:** 0918720804

## ABOUT ME

Motivated graduate with strong leadership and customer service experience. Skilled in managing multicultural teams, driving customer satisfaction, and thriving in fast-paced environments. Passionate about sports and retail operations plus eager to contribute to Decathlon's mission of making sports accessible for all.

Active badminton player for 10 years, fostering discipline, teamwork, and resilience.

Mindset aligned with Decathlon's core values.

## WORK EXPERIENCE

### PNJ Group

2024

#### Financial & Accounting Intern

- Prepared and reconciled financial statements and daily accounts, ensuring accuracy and compliance.
- Reporting & Communication Tasks: Composed and sent internal emails following company standards.
- Accounting & Bookkeeping Assistance: Obtained necessary accountant stamps, drafted sample financial reports for department accountants, and supported bookkeeping and data entry tasks.

### JOLO English Center

2022 – 2023

#### Consultant & Teaching Assistant

- Delivered tailored professional service to 30+ individuals weekly and improve sale growth; strengthened consultation skills and resolved enrollment issues, raising satisfaction.
- Provided high-quality client service in a multicultural environment (Japanese – Korean customer based)
- Assisted in classroom management

### TOSA Club – International University

2022 – 2024

#### Vice Leader (2022 – 2024)

- Coordinated large-scale events at university level
- Led and coach a team with more than 40 members, enhancing leadership, problem-solving, and cross-functional collaboration skills.
- Monitored progress, supervised tasks, and reported results to the Executive Board.
- Led logistics, budgeting and vendor coordination for university events with up to 500 attendees; negotiated sponsorship agreements and managed a team of 40 members.