



DUONG DUC DUY

Legal Specialist



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 181 Tran Quoc Vuong, Cau Giay District, Ha Noi, Vietnam

PERSONAL PROFILE

Gender : Male
Birthday : 26/01/1993
Marital status : Married
Nationality : Vietnamese
Country : Vietnam
Address : 181 Tran Quoc Vuong, Cau Giay District, Ha Noi, Vietnam

CAREER INFORMATION

Level : Experienced (Non - Manager)
Salary : Negotiable
Job type : Full time
Industry : Law / Legal Services, Finance / Investment
Location : Ha Noi

OBJECTIVES

With experience as a corporate finance specialist at the Ministry of Finance, daily work related to drafting legislation as well as state administrative documents related to corporate finance, financial supervision, and capital investment of state-owned enterprises. In-depth knowledge of Business Management through a Master degree in the United Kingdom. Graduated with very good results from Hanoi Law University. Currently, participating in a Lawyer training course in the Judicial Academy. Looking forward to developing a career in the areas related to legal, government affairs, and finance.

EXPERIENCE

Year(s) of Experience: 5

Current Level: Experienced (Non - Manager)

9/2017 - Now : Specialist - Ministry of Finance - Department of Corporate Finance - Full time

- Participate in drafting laws, decrees, and circulars related to corporate finance in the field of state-owned companies such as Privatization; Capital mobilization; Investment, construction, purchase and sale of fixed assets; Transfer of invested capital out of the enterprise; Restructuring of state capital in the enterprise; State-owned capital investment, and other problems relevant to business administration.
- Coordinating with other Ministries such as Ministry of Investment, Ministry of Industry and Trade, Ministry of Information and Communications, Ministry of Training and Education in order to report to the Prime Minister.
- Co-operating with other government authorities in government administrative management such as tax, custom, state audit, local and central authorities, etc.
- Supervise some state-owned enterprises to assess their compliance with regulations.
- Responding to letters from enterprises about the application of legislation.

- Studying and monitoring the existing and new laws/ regulations and developing regulations, conducting analysis and providing insightful recommendations to assure the company's compliance with applicable laws/regulations.
- Conducting legal reviews and providing the legal advice necessary to support business initiatives.
- Taking any other tasks as assigned by the Head of the Department and the Minister.
- Coordinating with tax authorities to settle complaints, denunciations, lawsuits, disputes with domestic and foreign partners of the Company
- Appraisal the Foreign Direct Investment in Viet Nam.

EDUCATION

Highest Degree Level: Postgraduate

Completion date 4-2022

Bachelor - Hanoi Law University

- Study and monitor the existing and new laws/ regulations and developing regulations, conduct analysis and provide insightful recommendations to assure the company's compliance with applicable laws/regulations.
- Conduct legal reviews and provide the legal advice necessary to support business initiatives.
- Reviewing purchase and sales contracts, distribution and agency contracts etc; participating in the negotiation, drafting and review of commercial contracts.
- Coordinate with HR Department to manage business ethics & conflict interest, integrity, ensure the compliance of the Company with the labour law and regulations;
- Provide legal support for disputes arising from contract implementation, customer, dealer, supplier's complaint. Manage lawsuits and arbitrations arising during business operations, including product liability, labor dispute and various legal issues.
- Manage the various company licenses, including the application, revision, renewal, and annual audit, etc.
- Provide follow up on legal issues and make recommendations for improvement.
- Supporting the intellectual property protection, manage on the renewal and newly signed agreement, documents POA related to intellectual property.
- Managing external legal counsel and outside resources related to legal area when necessary.

Completion date 12-2022

Others - The Judicial Academy

Lawyer course

- Practical and Theoretical knowledge relevant to consulting and procedural activities of lawyers such as civil, criminal, administrative.
- Ability to litigate to ensure maximum legal rights and interests of the company.
- Experiences in reviewing financial, commercial and lease contracts

Completion date 1-2017

Postgraduate - The University of Huddersfield - England

- Wide aspects of the management of a company such as strategic decision making, marketing, accounting and finance, operations and human resource management.
- Ability to develop a high-level overview of the landscape of organisations and necessary skills required by managers in modern organisations.
- Adapt quickly with international working environment.

Completion date 7-2015

Bachelor - National Economics University

Accounting and Auditing

- Major in Audit with knowledge relevant to accounting and finance
- Participate in multiple social activities
- Leading a club with financial and HR role

OTHER CERTIFICATES

Government linked-companies: Sharing Singapore's experience and lessons for Viet Nam's SOE reform
Yusof Ishak Institute (Singapore)

22/06/2018 - Unlimited

IELTS
British Council

15/08/2014 - Unlimited

Privatisation and Financial Reform
Singapore Embassy

10/01/2018 - Unlimited

Professional Certified Auditor
Academy of Finance and Management Australia

15/06/2013 - Unlimited

Director Certification Program (DCP13)
Viet Nam Institute of Directors

30/07/2022 - Unlimited

OTHER ACTIVITIES

12/2021 - Current : Core Member - The Ministry of Finance

Participating in Ministry-level Scientific Research Project on Researching and renewing mechanisms and policies to promote SOEs to invest in innovation - start-up - creativity.

9/2021 - Current : Member - The Ministry of Finance

Drafting Circular guiding the management and use of state budget funds to support small and medium enterprises

1/2020 - 5/2021 : Core Member - The Ministry of Finance

Project of Information technology application in the management and supervision of state capital in enterprises

3/2019 - 5/2020 : Member - The Ministry of Finance

Drafting Decree on converting public non-business units into joint stock companies

CAREER HIGHLIGHTS

3rd Prize in Debate competition 2022 at The Judicial Academy

Excellent Staff at the Ministry of Finance for 2 years 2018 and 2020

SKILLS

Teamwork

★★★★★

Microsoft Office

★★★★★

Self-Mangement

★★★★★

LANGUAGES

English - Expert - IELTS

REFERENCES

Nguyen Thi Ngoc Khanh

Manager

The Ministry of Finance - Department of Coporate Finance