

**NGUYEN THI THANH TUYEN (Female)**

**Tel: 01648 590 079**

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## **Curriculum Vitae**

<b>Personal Details</b>	
<b>1. <i>Passport Details</i></b>	Name: Nguyễn Thị Thanh Tuyền Passport No: B8267956
<b>2. <i>Family and marital status</i></b>	- Family: 5 people (Father, Mother, Younger brother, Younger sister and me) - Marital status: Single
<b>3. <i>Nationality &amp; Date of Birth</i></b>	- Nationality: Vietnam - Date of birth: 22/11/1992 - Place of birth : Da Lat, Lam Dong
<b>4. <i>Languages</i></b>	Vietnamese, English and Japanese
<b>5. <i>Summary of qualifications, skills and values</i></b>	- Good at English: Speaking, listening, writing and reading, communicating with foreigners and translating. (TOEIC: 830) - Be capable of Japanese: communication, translation. (N2) - Having wide knowledge in finance and banking, accounting, HR, General Affairs - Having computer skill: Excel, Word, Outlook, Powerpoint
<b>Experience History</b>	
<b><u>8/2011→10/2011:</u></b> Working part time at Gala Royale Event Hall as a waitress	
<b><u>6/2013→8/2013:</u></b> Internship at Dong A Bank_Le Van Sy Branch <ul style="list-style-type: none"><li>- Learning about the practical operation of the bank</li><li>- Reading and analyzing the L/C (Letter of Credit)</li><li>- The internship report: Payment operation by L/C import in Dong A Bank_Le Van Sy Branch</li></ul>	
<b><u>2010 – 2014:</u></b> Working part time as a tuitor	

- Teaching communicating English for one person who intended to emigrate to Australia
- Teaching Math and English for two students who would take the entrance exam to the university
- Teaching Vietnamese for Japanese friends in free time

**8/2013 – 6/2014:** Working part time in HASU VIETNAM Co., LTD (8 hours/day, 3 days/week). I have gained many valuable skills as well as knowledge here.

My duties :

- Working as translator and interpreter.
- Translating documents from Japanese into Vietnamese and vice versa (Contracts, Quotations, Orders, Technical drawings and Documents of oversea students to study in Japan...)
- Meeting the customers (Japanese, Vietnamese)
- Finding candidates for Japanese company if required, checking CV and arranging the interviews.
- Taking and making phone calls.
- Working under directions of the manager

**7/2014 – 3/2018:** Work at Moririn Vietnam Company Limited.

- Work in administration-General Affair Department (Leader)
- Check and analyze accounting report, audit report from outsource accounting company.
- Make internal reports such as revenue report, warehouse report, Revenue report by customers, item codes for of the entire company and each business department.
- Can use FAST FINANCIAL software
- Attend to SCM (Supply chain management) meeting in Moririn group.
- Work with tax department, banks, Immigration Department, Labour Invalids and Social Department, Customs Department and other national organizations..
- Calculating salary, insurance, allowances, OT, PIT (Personal Income Tax) for Vietnamese staffs.
- Manage cash payment, cashflow in company.
- Find and deal price with suppliers such as express company, delivery company, office stationaries company, HR company...
- Make statistic reports, labour reports, PIT (personal income tax), VAT report to submit to related agencies
- Make banking transaction (Bank transfer both local payment and telegraphic)
- Apply for work permit, resident cards, VISA for Japanese
- Arrange hotels, air tickets, rental cars...
- Support business departments in import, export service, checking documents...
- Making reports in Japanese about revenue, expenses of the entire company and each business department.
- Apply for tax refund

- Manage all devices and equipments in offices to make all work in office be smoothly.

### Educational Qualifications

Degree/Diploma	University/Board	Major	Year
1. Bachelor diploma	Foreign Trade University	International finance and banking  The thesis: Attracting FDI (Foreign Direct Investment) to Dong Nai province.	2014
2. Japanese Certificate (N3)	Japanese Council		12/2013
3. Japanese Certificate (N2)	Dong Du Japanese School		6/2014
4. Japanese Certificate (N2)	Japanese Council		7/2014
5. TOEIC 830			
6. Chief Accountant Certificate	Vietnam Ministry of Finance		05/2017

### IT Knowledge

Good at Microsoft Office, Excel, Microsoft Outlook, Internet Research, a little bit of Server, LAN

### Hobbies

Studying foreign language, traveling and cooking

### Personal strengths

- Having language skills (English and Japanese), communication skills, time management skill and interpersonal skills
- Being able to work independently and work in group
- Having strong responsibility, self-helps, always be ready to support everyone
- Personal value: I can work under high pressure

Personal Weaknesses