














NGUYỄN KHÁNH LINH

-  24/01/2000
-  Female
-  0855926666
-  ng.khanhlinh24@gmail.com
-  2 Nguyen Hoang Street, Hanoi
-  <http://fb.com/linhkhanh2401>

SKILLS

- Microsoft Office
 - 
- Communication and Writing skills in English
 - 
- MISA Accounting Software
 - 
- Collaboration and Communication skills
 - 
- Analytical Skills
 - 

EDUCATION

- 10/2018 - 2022
HANOI FOREIGN TRADE UNIVERSITY | Accounting Major
GPA: 3.2/4.0
- 08/2020 - 2022
ACCA QUALIFICATION | Fundamentals Level
5/9 exams completed

PROFESSIONAL EXPERIENCE

- 10/2021 - 02/2022
BAMBOO AIRWAYS | PAYABLE ACCOUNTING INTERN
 - Work with departments to assist the preparation of payment documents for the banks.
 - Receive and file payment documents from suppliers and company's departments.
 - Ensure the validity of documents and update data entry to accounting software.

ADDITIONAL EXPERIENCE

- 05/2019 - 07/2019
WORKSHOP: "BUZZ CREATIVE CAMP" | Leader of Event Team
 - Coordinate the organization and operation a series of 3 Social Marketing workshops with the scale of 80-100 participants.
 - Contact and welcome honorable guests and partners; support the audience at the event.
- 01/2019 - 02/2019
CAMPAIGN: "ĐÁNH THỨC TẾT" | Leader of Event Team
 - Coordinate the operation of an interactive talkshow with the scale of 200 attendees.
 - Design and decorate event space. Plan and set up Tet cultural experience activities.

QUALIFICATIONS

- 2021
MICROSOFT EXCEL 2016 SPECIALIST
- 2021
ACCA DIPLOMA IN ACCOUNTING AND BUSINESS