**NGUYEN THI MUNG**

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| **PERSONAL INFORMATION** | | |
| *C:\Users\My PC\Desktop\CV\1.JPG* | *Date of Birth*  Sex  *Place of birth*  *Address*  *Phone*  *Email* | 15 March 1993  Female  Khanh Hoa  15 Le Van Luong – Phuoc Kieng – Nha Be – Ho Chi Minh  01688.122.438  mungnt.hotmail@gmail.com |
| **personal objective** | | |
| Long-term objective | | 1. Become an effective leader |
| Short-term objective | | 1. Complete assigned tasks excellently 2. Learn experience of around people 3. Accumulate and practice necessary skills |
| Personal saying | | 1. Work is passion, not “8work-hour” 2. Draw lessons form yesterday, live well today and plan for tomorrow |
| **EDUCATION** | | |
| **2011-2014**  Ton Duc Thang University | | 1. Be the only student complete the university course in 3 years anh get good qualification 2. Get the third-prize in the student scientific research 3. Have title nominated to participate in Eureka competition |
| **EXPERIENCE** | | |
| **6/2012-12/2012**  Ton Duc Thang Social Development and Training Center | | **Collaborator**   1. Carry out the enrollment 2. Build up education plans |
| **12/2013-4/2014**  Mai Khanh Company | | **Apprentice**   1. Implement import-export goods process 2. Prepare document, carry out customs procedure and freight forwarding |
| **SKILLS** | | |
| **Languge** | | ***English***   1. TOEIC certificate 665 2. Communicate fluently­­­­­­   ***Chinese***   1. Have ability to communicate in common situations |
| **Office computing** | | 1. Be fluent in: MS Word and MS Excel |
| **Other skills** | | 1. Plan 2. Research and problem solving 3. Organize effectively 4. Implement and control 5. Empathy with people 6. Presentation 7. Be enthusiastic and responsible for job |
| **Activities** | | |
| **Leader of scientic research team**   1. Plan and implement activities 2. Organise human resources 3. Control and adjustment activities to get targets | | |
| **Chairman of the Board Members International Business Administration Club - Ton Duc Thang University**   1. Plan monthly activities 2. Organise human resources 3. Implementation 4. Control activities effectively | | |
| **Member of Social Work Team - Ton Duc Thang University**   1. Complete assigned activities 2. Feedback to the management board in a positive way | | |
| **HOBBIES** | | |
| 1. Read professional and life skill book 2. Make friend 3. Do exercise to have good healthy | | |