

NGUYEN NGOC HAI

BUSINESS ANALYST INTERN



Male

0396687187

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127/63B Ly Nam De, Ward.7, District. 11, Ho Chi Minh, Vietnam

CERTIFICATIONS

2015: MOS Excel

2022: MOS Word

2022: Toeic: 785

ACHIEVEMENTS

Soft skills

Teamwork, communication, problem-solving, decision making, Time-management, Work independently, Self-motivation

SKILLS

English: Intermediate

Microsoft Office (powerpoint, excel, word) : Intermediate

INTERESTS

Reading books, doing gym, hang out with friends in the weekend, traveling and listen to music

OBJECTIVE

Short-term goals:
-Look for a position in a professional, active, and challenging working environment, improve personal qualification, get more experience to successfully complete the ordered tasks and maximum devote to the company

Long-term goals:
Become a professional in Business Analyst

EDUCATION

HUFLIT University

Major: International Business 2018 - 2022

--- GPA: 7.5/10

WORK EXPERIENCE

Media Executive Intern

Swan Media April 2022 - July-2022

Set up Campaign for Customers
Make a plan to build a campaign
advertising
Learning how to make report in Google Data Studio
Tracking campaign day by day

Achievements and skill:

- Problem-solving skills, time management skills, communication skills
- Report by google data studio
- Using Facebook Ads and Google Ads

TAN CANG PETROLEUM CO.,LTD

Accounting Trainee 2021 - 2022

Prepare and issues invoice to customers in website (digital receipt)
Support chief accounting calculate the inventory
Tracking petrol tanker of company
Using accounting software to save document

VNPT

Sales Freelancer 2018 - 2019

-Supporting customers, consulting and taking care of customers (smart devices, optical cable installation contracts of VNPT company)

GONGCHA

Full-time Staff 2017 - 2018

-Sale products
-Support other positions

- Support customers
- Control ingredient in inventory

- **NAGA Spicy Noodles**

Store leaders

2015 - 2016

- Manage store operations
- Arrange shifts and working positions for employees
- Support manager to calculate salary for employees
- Solve problems in store

- **Hoang Phuc International**

Part-time Sale Staff

January 2016 - March 2016

- Consulting and supporting customers to buy products
- Solving problems in any situation

ACTIVITIES

- **Personal**

Support Charity in Cho Ray and
115 Hospital

August-2020 - October - 2020

- Donate some money, old clothes for poor people
- Making lunch for poor people

