



Phan Thuy Nga



thuynga6070@gmail.com



0979727326



Ho Chi Minh, Viet Nam

SKILLS

Research

Analytical

Planning

Teamwork

Word

Excel

Powerpoint

LANGUAGES

IELTS BAND 6.0

Good Professional Proficiency

INTERESTS

Yoga

Chess

Sudoku

Traveling

WORK EXPERIENCE

Business support department

BIDV - SuMi TRUST Leasing Co., Ltd

07/2020 - Present

Main duties performed

- Preparing bilingual English - Vietnamese contracts, making repayment schedule and Notice of interest rate change for corporate clients
- Following outstanding balance of about 150 contracts
- Receive and check disbursement documents, propose and submit disbursements for processing according to their competence
- Inputing, managing and processing data on Core Leasing systems

Recognition and Gains : Get the award for best support 2022 - Improving multitasking skills

Customer service staff

VP Securities (VP Bank)

05/2019 - 11/2019

Main duties performed

- Assisting about 20 everyday local and foreign customers to open securities accounts
- Interacting with clients face-to-face or on the phone in order to meet their needs or address their concerns

Recognition and Gains : Dealing effectively with customer claims

Assets Appraisal Staff

SOUTHERN INFORMATION & VALUATION CORPORATION

12/2016 - 03/2019

Main duties performed

- Carrying out investigations into the market value of assets provided (especially real estate)
- Selecting accurate information for the valuation process
- Adopting different statistical methods in order to analyze and calculate assets market value
- Arranging around 20 property valuation certificates each month and other relevant papers

Recognition and Gains : Skills in collection of data, information valuation , quantitative analysis

Financial consultant

DAI-ICHI LIFE VIET NAM

08/2016 - 12/2016

Main duties performed

- Making calls to potential customers in order to introduce insurance products
- Scheduling appointments with prospective clients in order to provide them suitable products

Recognition and Gains : Participating in intensive sales and consulting programs

COURSES

Powerpoint design for presentation by Slide Factory (08/2016 - 10/2016)

Design class for Marketer by Rio Class (10/2017 - 11/2017)

EDUCATION

Banking and Finance

National Economics University

09/2012 - 10/2016