

Bài đạt giải khuyến khích phần thi “Viết C.V xin việc”
(Cuộc thi do Tuổi Trẻ Online, HRVietnam và SPT tổ chức)

Đây là C.V dự thi theo hình thức điền mẫu đơn trực tuyến. Vì vậy, phần nội dung dưới đây chỉ là bản copy nội dung. Để tham khảo C.V đạt giải hoàn chỉnh, vui lòng xem tại:

(http://recruiter.kiemviec.com/?m=public&a=previewresume&resume_id=70499)

Contact Info

Full Name: Pham Ngoc Thao

Tel: N/A

o5 Truong Son Street - Bac Hai

Address: Hostel - Ward 7- District 10 -
HCM

Mobile: 0905635171

City: HCM- Vietnam

Email: ngocthaovh@yahoo.com

Resume

Desired Position **Nhân viên hành chính**

Objective

Desire a career opportunity in Assistance that will provide a challenging avenue to significantly contribute to a company's efficiency, organization, growth and profitability.

Working Experience

05/2005 - 11/2005

Nha Vui company - Ho Chi Minh

Marketing Service

All activities related to sales support for securing contracts, market evaluation, promotional activities, trade shows, customer presentations, marketing plan and translation.

07/2004 - 12/2004

Vuot Thoi Gian company, Dist PN - Ho Chi Minh

Executive Secretary

Prepare correspondences as required by the Directors

- Assist the Directors in all daily activities as required.

- Arrange working schedules, meetings, itineraries

- Report to Director

- Enter data for reports, production items. Maintained computerized inventory of all parts, supplies, and products. Helped plan and organize company functions.

- Handled Company direct main line for customer support

03/2004 - 06/2004

N-Q company - Ho Chi Minh

Customer Service with administrative function

- Handled direct customer queries, and follow up with sales department for sales quotations

- Mail processing, filing and computer data entry

Education**University Of Economics - Ho Chi Minh, Viet Nam**

Bachelor - 06-2004

Associates Degree: Business Administration

Other: Extensive course in Marketing and communications .

Skills**Giao tiếp** - Intermediate - 2 years

- Dynamic interpersonal, communication, writing and negotiation skills
- Self motivated, ambitious, organized and focused person with good problem solving skills
- Self-initiative, hard- working, ability to learn and apply new concepts and ideas; committed, hardworking enthusiastic

Desired Salary

Negotiable

Desired Job Type

Employee - Temporary/Project

Desired Status

Full time

Desired Location

HCM - Canada - America

Relocate

No

Desired Industries

Administrative/Clerical - Customer Service - Travel/Lodging

References

Name	Mr. Trung	Title	Vice Director
Company	References Will Be Made Available Upon Your Request.		
Tel	0909296900	Email	arc_trung@yahoo.com
Type	Professional		

Additional Information**QUALIFICATIONS:**

- Proven track record of success in Assistance, Management support and client relations

AREAS OF STRENGTH :

- Dynamic interpersonal, communication, writing and negotiation skills
- Ability to work independently as well as within a team
- Fluent in English and Vietnamese
- Self motivated, ambitious, organized and focused person with good

problem solving skills

- Ability to work well under pressure and deadlines.
- self-initiative, hard- working, ability to learn and apply new concepts and ideas; committed, hardworking enthusiastic
- Knowledge and experience of computer systems and applications

Personal Info

Birthday: 06/02/1982

Degree: Bachelor

Gender: Female

**No. of Years
Experience:** 2 years

Marital Status: Single

Career Level: Staff

Date Posted: 09/04/2006

