

HÂN NGUYỄN



Contact

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Languages

English - Business level

Scholarships

2 Scholarships from the University

1 Scholarship from Lotteria

Summary

Currently being a personal assistant for a Korean investor in Viet Nam and a freelance English interpreter. Having more than 3 year experienced in the service industry at foreign companies. Confidence in the ability to negotiate with clients/business partners. Well-versed in using office devices and office software.

Skill Highlights

- Communication - Clients nurturing; Contract negotiation
- Conflict management - Handling problems; complains.
- Interpreting (Health care; Education; Scholarship; Business; Travelling)

Experience

Personal assistant - June 2019 - Present

Korean personal business

- Assistant to provide personalized tasks and help in business.
- Research information about the market
- Create relationships/deal with business partners (lawyers, agency, business owners, investors)

Sales Rep cum Interpreter - April 2018 - May 2019

Vyoga World, yoga center

- Interpreted for clients (usually health concerns) and for yoga classes or event.
- Reached the sales team target by taking care of clients, building the sales plan, consulting, reporting and others tasks.

Admin leader cum Teaching assistant - Sep 2016 - Jan 2018

St.Joseph English center

- Created worksheets for different classes: leading and working the team of 5 to create and delivery (printing) worksheets for everyday classes.
- Administered daily operations: Manager and other staffs; Supervising TA and teachers on their performances; Making daily/weekly/monthly reports on works and income; Other recruiting and training tasks

Education

- Bachelor of Business at **Hoa Sen University : Business Administration** - 2014
- Soft skills course at **AYP Academy : 7 habits** - 2015
(joined a team project of 9 people to work on a business plans which experiences and revenue were the results)
- Financial management at **AYP Academy : Money Tree** - 2019
(About all the foundation of finance to advanced knowledge of how to save and invest, focusing on trading and real estate.)