



## VO THI NHAT BINH

JUNE 7th 1995

Female

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Binh Trung- Binh Son- Quang Ngai

## OBJECTIVE

I am currently looking for a full-time position in the environment that offers bigger challenge and give me the opportunity to help the company advance efficiently and productively.

## SKILLS

Teamwork

Communication skills

Analytical skills

Problem-solving skills

Computer skills

Language skills

## INTERESTS

- Reading books
- Travelling
- Listening to music
- Cooking



## EDUCATION

**UNIVERSITY OF ECONOMICS AND LAW (VIETNAM NATIONAL UNIVERSITY , HO CHI MINH CITY )**

**SEP 2013 - AUG 2017**

Graduated in International Business of university of economics and law

GPA = 7.71

TOEIC: 590

Informatics certificate: Good



## WORK EXPERIENCE

**PROPERWELL VIETNAM CO., LTD**

**MAR 2019 - MAY 2019**

Position: HR staff

Job description:

- Recruitment support for HR
- Receiving applications of candidates
- Consult, call and contact interview with the candidate.
- Processing candidate documents.
- Report daily recruitment results.

**KELLER FOUNDATIONS VIETNAM COMPANY LIMITED**

**SEP 2017 - DEC 2018**

Position: HR and Site admin at Hoa Phat Dung Quat project.

Job description:

- Timekeeping for employees
- Supporting jobs for HR staff
- Supporting engineer at site
- Keeping a record of the project
- Making site reports

**FI COMPANY**

**MAR 2017 - MAY 2017**

Position: SEO- Marketing online

Job description:

- SEO website
- Writing content
- Building backlink system
- Researching keywords.

**MOA COMPANY**

**JUNE 2016 - AUG 2016**

Position: Interns SEO- Marketing online

Job description:

- Writing content
- Building backlink system.
- Researching keywords.

**TADO NOTEBOOK**

**MAR 2015 - MAR 2016**

Position: Admin fanpage

Job description:

- Being administrator of TADO NOTEBOOK 's fanpage.
- Writing PR articles on Facebook and customer services.
- Editing photos to print on the TADO notebook according to customers' requests.

**HOANG PHUC INTERNATIONAL**

**JAN 2016 - FEB 2016**

Position: Sales support staff.

Job description:-

- Participating in marketing/sales activities to support team.
- Introducing the programs of event: sales off 50%, buy one get one.
- Providing consultancy on high fashion products to customers.
- Preparing for sale activities in the shopping store.

- Establishing and managing relationships with potential customers and purchasers.

### **DANG DUNG CHAT ORGANIZATION**

**DEC 2015 - JAN 2016**

Position: Member of team content on communications board.

Job description:

- Thinking and creating ideas for active communication frame.
- Writing PR articles on Facebook and supporting for the other team.
- Organizing "DANG DUNG CHAT" festival at the University of Economics and Law with more than 1000 participants.



## **ACTIVITIES**

### **SOCIAL GROUP**

**OCT 2014 - APR 2015**

Member

- Organizing and participating in the volunteer activities.

### **SKILL CLUB**

**OCT 2013 - MAY 2014**

Member of team event

- Organizing the program, the courses of skills.
- Contacting the media support from team communications.
- Preparing the necessary equipment for the program.

### **BINH SON FES**

**JAN 2015 - FEB 2015**

Volunteer

- Giving media support to the program.
- Supporting organizers.