

## PERSONAL INFORMATION

Full name: Vu Thi Thuy Anh  
Date of birth: September 27, 1982  
Place of birth: Binh Phuoc province  
Material status: Married  
Gender: Female  
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## CAREER OBJECTIVE

Learn more things when working to become a professional staff and bring a lot value to customer.

## EDUCATION

HCMC University of Foreign Language and Information Technology (Bachelor of Japanese (2000- 2004)  
Certificate of Japanese language (N2) (2/2004)  
TOEIC 580 (2/2011)  
Certificate of Accounting (1/2013)  
Certificate of Customs Declaration (10/2015)

## WORK EXPERIENCE

### 1) From 4/2005 to 6/2006: TOYOTA HIROSHIMA TAN CANG—HT

**Position:** Administrative staff cum translator

**Main responsibilities:** Do office works, social insurance work and translate Japanese to Vietnamese and vice versa

### 2) From 6/2006 to 12/2006: REVO CO., LTD

**Position:** Recruitment staff

**Main responsibilities:** Recruit Vietnamese mechanical engineers work in Japan

### 3) From 2/2007 to 12/2008: HABIT CO., LTD in JAPAN

**Position:** workshop worker

**Main responsibilities:** check the defect of hand phone (Sharp)

### 4) From 4/2011 to 8/2012: JICA TECHNICAL COOPERATION

**Position:** Translator

**Main responsibilities:** Translate documents relating to railway project (from Vietnamese to Japanese and vice versa)

**5) From 10/2013 to 4/2017: THE REPRESENTATIVE OFFICE OF SHIROGANE TRANSPORT CO., LTD IN HCMC**

**Position:** supervisor

**Main responsibilities:** Merchandising work, import-export, apply for work permit and visa, report expenditure of Rep. Office to Head office and annual operation activities to Department of Industry and Trade, and others

6) **From 4/2017 to now:** supporting household business

**SKILLS**

Fluent written and spoken Japanese

Computer skills – MS Word, Excel and Outlook

**HOBBIES**

Listening to music

Traveling

Shopping