



PHAN THI MINH THUY

Thu Duc District, HCM city, Vietnam

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0938044834

EDUCATION

Oct 2015 + MIEN NAM COLLEGE
↓
Oct 2018 | Major: Business Administration
GPA: 3.33/4

WORK EXPERIENCE

Jul 2018 + MOBILE WORLD JOINT STOCK COMPANY (MWG)
↓
Mar 2020 | C&B
+ Job:
- In charge of managing tax code jobs (registration, handling, having 2 tax codes, updating / changing ID card information, ...)
- In charge of social insurance (new increase, making monthly reports, settlements, handling of sickness, maternity regime ...)
- Internal communication within the company (image design, editing viral clips with Power points, on communication ideas, ...)
- In charge of the company's 24/7 Health / Accident Insurance (organizing registration for employees, summarizing the registration list, closing the contract with the partner, collecting money, paying for the partner, communication about usage and benefits of health insurance package, handling related arising during use).
- Making annual reports of the company (Reports on employment, reports on occupational accidents, reports on occupational safety and health)
- Prepare inspection documents for supermarkets across the country
- Provide work confirmation / income confirmation / leave, appointment decision, travel decision.
+ Achievements:
- Ensure work schedule on time.
- Complete monthly set KPIs.
- Smart run the work you are doing, optimize and work more efficiently (build tools on the company system, help optimize and be more efficient than the work you are doing).

OBJECTIVE

After more than 1 year working in the HR department, I feel that I am not suitable for it and I am looking for a job which I can learn from to continuously develop myself and to contribute all of my knowledge and skills to the development of the company.

SKILLS

MS Word

MS Excel

MS Power Point

MS Outlook

English

SOCIAL ACTIVITIES

Oct 2016 + ACTION ENGLISH COMMUNITY
↓
Dec 2017 | Volunteer
- Helped homeless people, orphans;
- Organized charity programs;
- Joined the English Club

CERTIFICATIONS

2018 Bachelor Degree of Mien Nam College - Majored in Business Administration
2018 Microsoft Office - Level B
2018 English - Level B

PERSONAL SKILLS

- Good MS skills, especially Excel
- Good at communication
- Fast Problem Solving skills
- Organizing and planning skills
- Time management skills
- Team work skills
- Presentation skills
- Easy to adapt to the new environment
- Creative thinking
- Design and edit images/video basic

REFERENCES

Msr. Nguyen Thi Tra Xuyen
Leader of Mobile World C&B Team
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