TRƯƠNG THỊ KIM NGÂN

Intern

0566100441

ngantruong678.k44@st.ueh.edu.vn

Hoc Mon District, HCMC, VietNam

WhatsApp & Telegram: +84 566 100 441

OBJECTIVES

I am currently looking for opportunities to apply my knowledge as well as experience, skills and understanding of business management as an intern in a professional working environment. I desire to gain more experience and skills to contribute to the success of the company.

SKILLS

Communication

Organization and arrangements

Time Management

Teamwork

Problem-solving

MS Office

EDUCATION

UNIVERSITY OF ECONOMICS IN HO CHI MINH CITY **2018 - NOW**

Major: Business Administration

Undergraduate, Lastest GPA 8.8

WORK EXPERIENCE

CBRE **04/2021 - NOW**

Admin cum Receptionist intern in Kimberly-Clark Vietnam

- Welcome guests and direct them to the appropriate person.
- Purchasing Management with SAP. Stationary management, making record and report.
- Arrange meeting rooms for all scheduled meetings.
- Update telephone list, inform staff accordingly & support colleagues in HR when required.
- Other duties as and when assigned by Supervisors.

TUTOR CLASS **08/2018 - 08/2020**

High School Math - Teaching Assistant

- Assist students with their math exercises
- Recapitulate high school math formulas
- Marking students' tasks

CERTIFICATES

- TOEIC equivalent 800

- The Internet Core Competency Certification (IC3)

- Soft skills course Certificate by UEH

ACTIVITIES

PROGRAMS **08/2018 - NOW**

- Mentee season 6 of UEH Mentoring
- Training session on startup project setting skills by HR - Startup Club
- Participate in academic programs organized by UEH's clubs
- Support and cheer for academic programs of UEH's students

VIET NAM NATIONAL UNION OF STUDENTS OF HCMC **2020**

- Join the running track "UEH Run Together"
- Join the running track "Steps for the community - stage 2"

VOLUNTARY ACTIVITIES

- Adopt and nurture abandoned cats
- Donate and teach children in Hoa Sen Orphanage

AWARD

- Young Researchers of UEH 2021 - B Award **04/2021**

- UEH Excellent Assignment Award - UEH500 **09/2020**

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