

NGUYEN THI HONG VINH

04/06/1985

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Career profile:

- ✓ Excellent communication skills
- ✓ High level understanding of Real Estate and Finance and other fields related
- ✓ Knowledge of best practices in modern business as a Bachelor of Economics from Foreign Trade University
- ✓ Self motivation and highly committed
- ✓ **Excellent English skills on translating, interpreting from English to Vietnamese and vice versa**

Work experiences

2012 Finishing the translation of the book “ASEAN Economic Community – Handbook for Business” from English to Vietnamese for ***Vietnam Chamber of Commerce and Industry (VCCI)*** and the book is now available in **VCCI website** (<http://trungtamwto.vn/anpham/cong-dong-kinh-te-asean-%E2%80%93-so-tay-kinh-doanh>)

16/05/2011 - Now **VP Bank Real Estate Investment Trust JSC.**, (*Real Estate Investment Trust Jsc.*, (*VPreit*) is a property financial investment company based in Hanoi and HCMC. *VPreit* is now becoming a famous, reliable brand in the Trust & Real Estate financial investment market in Vietnam and is now expanding the even Business Center- Serviced Offices)

Position: Assistant to General Director

Main responsibility:

- **Take care of all translating all documents from English to Vietnamese and vice versa. Document content includes but not limited to finance, government press release, economics, marketing...**
- Assist the General Director in building financial models of real estate projects and other fields related;
- **Consult the General Director in existing and new contracts with tenants in order to get the most benefits for both company and tenant and prepare all the contract for tenants both in English and Vietnamese versions;**
- Prepare all the English and Vietnamese report in series fields as per requirements.
- Synthesize and evaluate the activities of the Company based on the reports of the departments;

Achievements:

- Excellent English skills
- Well knowledge of real estate financial models and finance

05/2008 – CB Richard Ellis Vietnam – Asset Service Department (*CB Richard Ellis Vietnam has grown to be the key integrated real estate service provider in Vietnam tooled with its unparalleled intellectual capital and unmatched global capability*)

Position: Assistant Property Manager

Main responsibility: Together with and providing the assistance to Property Manager to fulfil the services as follows

- **Take care of all translating all documents from English to Vietnamese and vice versa. Document content includes but not limited to finance, government press release, economics, marketing...**
- Control the overall management of all aspects of the property in a fully responsible and professional way to satisfy tenant as well as landlord.
- Complete and realize all the English and Vietnamese contracts between landlord and tenants
- Writing skills with detailed and persuasive reports in English and presenting skills have been improved and become an advantage at work

During university (2006)

- Working as a project assistant for an NGO Helvetas in Vietnam focusing on credit for the poor
- Provide translation of all documents from English into Vietnamese and vice versa
- Provide interpretation for the foreign experts during the project
- Others as per requirements

Education

Now **Studying CFA**
09/2003 – Foreign Trade University, Hanoi, Vietnam
03/2007 FTU is number one university in Vietnam which provides training to students in both expertises and excellent English skills
2000 - 2003 **Get national prizes for excellent English at high school**

References: will be available upon request