

Curriculum vitae

I. PERSONAL INFORMATION

. Full name : Pham Ngoc Anh
. Address : Hanoi, Vietnam
. Gender : Male
. Cell-phone : 0984635604
. Email : anhkgc@gmail.com



II. PROFILE

.Competent in English and office suite
.Good communication, organization and presentation skills
.Capable of working independently as well as working in a team
.Be honest, hardworking, Keeping “Can do” attitude
.Willing to work overtime and travel far from working place
.Self-motivated, confident and creative.

III. EDUCATION/ ACHIEVEMENTS

2007 : Graduated from Institute for International Relations (IIR)
* Major: International Relations
* Bachelor of International Relations

2006 : Took part in the APEC Leaders’ Week in Hanoi as Liaison Officer
(Nov, 2006)

2002 : Graduated from IIR (Foreign Office Secretary)
* Certificate of Foreign Office Secretary
* Certificate of English Qualification in Translation & Interpretation (Level D)

1999 : Graduated from Tuyen Quang Gifted High School
* Excellent student for three years

IV. WORKING EXPERIENCE

.From 1/2020: Freelance translator

- ✓ **Technical Listing Translation-English (US) into Vietnamese**
for an US e-commerce company regarding various product items
such as IT, Medical, Construction,..

.From 10/2016 to 12/2019: Kolon Global Corporation – Hanoi Representative Office

. Position: Planning Manager cum Assistant to Chief Representative

. Work descriptions:

- ✓ Working with other government agencies as DPI, DOC, DONRE, MARD... to promote projects in Vietnam
- ✓ Following, updating status of ODA projects funded by WB, ADB, JICA, EDFC (Korean) in Vietnam, Laos, Cambodia
- ✓ On behalf of the company to contact with local authorities where the projects to be implemented
- ✓ Preparing, translating Bidding documents for tendering projects
- ✓ Meeting, discussing with local construction companies regarding preparation of bidding documents such as technical proposal, bid price...

.From 04/12 to 09/2016: Kolon Global Corporation (The EPC contractor of CP8: Bay Mau Lake Wastewater Treatment Plant)

. Position: Project Coordinator cum English Interpreter

. Work descriptions:

- ✓ Being in charge of communicating, arranging working sections with other Authorities such as Project Management Board(PMB), Hanoi Department of Construction (DOC), Hanoi People's Committee...for the performance of Bay Mau Lake Wastewater Treatment Plant.
- ✓ Making and updating the document control list such as RFDA, EDAC, RFA, EAC, EI and letter In/Out
- ✓ Translating documents from Vietnamese into English and vice versa such as RFA, RFDA, Letter (PMB, Consultant)

- ✓ Interpret during the meeting with PMB, Consultant, Sub-contractors...
- ✓ Managing in/out documents & design drawing of Project
- ✓ Assisting Project Manager in daily works & other divisions
- ✓ Collecting Bidding information related to WWTP projects with Head Office.
- ✓ Applying Visa for foreigners working in Project's Office

.From 2007 to 03/2012: Korea-Vietnam Consultant Company (KV1.Co.,Ltd)

. Position: Chief of Consulting Department

. Work descriptions:

- ✓ Taking charge of all tasks including: Interpreting/Translating documents such as Financial Reports, Charters, Agreements, and Regulations, Letter of Attorney... from English in to Vietnamese and vice versa, dealing with customers, and solving behind consultant service problems, contacting with Vietnamese authorities such as: Hanoi DPI, Hanoi People's Committee, Hai Duong DPI,....
- ✓ Meeting foreign companies, consulting ways to set up their companies in Vietnam, making procedures of work permit, resident card for foreigners working in Vietnam.
- ✓ Working with local Department of Planning & Investment, People's Committee for completing legal procedures of establishment of foreign companies in Vietnam, finding raw materials for Korean companies doing business in Vietnam.
- ✓ Reviewing all translated versions before sending abroad
- ✓ Work independently or in a team.

.From January 2006 to September 2006: International Trade Promotion Company

. Position: Foreign Relations Expert

. Work descriptions:

- ✓ Participated in organizing, guiding Vietnamese manufacturing companies to display their products in International Fairs

- ✓ Communicated with foreign Trade Fair Organizers to get information about all necessary procedures and order display stores for Vietnamese companies

. From March 2004 to October 2004 : Trans Asia Travel Group

. Position: Tour Operator

. Work descriptions:

- ✓ Introduced, recommended, and persuaded foreigners to join tours in Vietnam & other foreign countries
- ✓ Assisted Director to make tour schedules.

V. MORE ABOUT MYSELF

- . I have a great passion with working in international environment, especially in external relations...
- . Having sense of responsibility for any assigned task and faithfulness as well, those will be tested in the future if my job chance is given.