TRAN THI KIM HANH

 Date of birth: Sep 12th 1988, Hometown: Quy Nhon City, Binh Dinh Province

 Resident address: 246/37A/11 Xo Viet Nghe Tinh, W. 21, Binh Thanh Distr, HCMC

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EDUCATION YY/MM

 Foreign Trade University - Ho Chi Minh City 　　　　　　　　 06/09-10/11

 B.A., External Economic, Japanese Department; GPA: 7.65/10

 Thesis: “E-commerce application for development of Binh Dinh province’s international tourism industry from 2010-2020”. (8.16/10)

 Le Quy Don specialized High School, Binh Dinh Pro. 　　　　 03/09-06/05

 High School Diploma, GPA: 8.5/10

LINGUISTIC SKILLS

 English proficiency : over 7 years, good at communicative and academic skills

 Japanese proficiency: over 3 years, N2 certificate 11/12

WORKING EXPERIENCES

 MAZARS Vietnam Ltd., F15, Mipec Tower, 229 Tay Son, Dong Da, Hanoi 12/11-Now

 Part-time collaborator: Japanese Business Matching interpreter

 KEY PLUS 6F Master Building 41-43 Tran Cao Vân, W. 6, Distr. 3, HCMC 12/9

 Temporary collaborator: Japanese Business Matching Seminar's interpreter

 New Oriental International English School 10C Nguyen Oanh, W.14, Go Vap Dist. 12/10-Now

 Coordinator: Edit, design workbook; Compose the tests of various levels

 VIET NHAT CONSULTANCY TRADING Ltd., 168B Bui Thi Xuan, Pham Ngu Lao W., Dist. 1 10/11-12/08

 Manager of Investment Department (about 4 persons)

 ♦ Analyzed &Translated (English-Japanese; Vietnamese-Japanese and vice versus)

  Stock, Finance, Economic news via www.moneyvietnam.com.

  Contract, company profile, consultancy trading info, open stock account guideline.

  A variety of industry sectors of Market Research.

  “Stock Year Book” Nikiho 09-10 (over 400 listed stock in HOSE and HNX).

  Website www.moneyvietnam.com's content into Japanese and English.

 ♦ Investment Matching deals, Open Stock Account Support

  Search for customers and partners who are seeking for Buyer or Seller. For ex: Help match Vietnamese company with Japanese company in a variety of industries such as Medical product, Souvenir Chocolate, Can coffee, Villa, Agricultural machine…

  Prepare all the required documents and info such as contract, market research report that help consult to match the Buyer and the Seller.

  Prepare all the documents to instruct Japanese investors how to open accounts in Stock Markets of Sri Lanka, Cambodia, Laos.

 ♦ Market Research, Website Administration

  Research Vietnam Stock, Real estate, Banking, Hotel Market's Condition, Statistics, Policies...For ex: make a general report about Vietnamese’s economy, society for Tokyo News.

  Lay Moneyvietnam website out, Test and Manage the finance data.

 ♦ Customer and Partner account

  Take care of IWAI SECURITIES CO. ( Office in Japan) via maintain, fix urgent errors and post the news of website.

  Set up and translate for the meeting.

  Successfully get the Advertising Contract from VIET CAPITAL Securities.

  Take part in consulting several Cooperation Contracts with Viet Capital Securities, Sacombank Securities, ACB Securities, Hoang Quan Reals Estate Corp…

  Take care Business trips for Japanese investors to visit many Securities and Real Estate Corp.

 Japanese Tutor Go Vap District, HCMC 12/05-Now

 From elementary level. Number of student: 2 persons.

 Vien Dong Language School Binh Thanh Dist, HCMC 10/08-11/02

 General English Teacher: Taught general English to kids and attracted a large number of students.

 Pyramid Language School Dist 4 & 7, HCMC 08/09-08/11

 General English Teacher

 Taught general English to adult students and due to my fluency in English and good teaching skills, I received positive feedback from my students.

 The other: 07 - 11

 Selling paper-quilling handmade cards, conducting market researches, translating projects.

SELF PROMOTION

  Fluent in English, Japanese and Vietnamese; Strong Verbal and Written Communication Skills.

  Excellent Customer Service, Strategic Planning, and Leadership Skills, Result-oriented Management.

  Hard-working, Responsible, Dependable, Well-Organized, and Self-Motivated.

  Familiar with Microsoft Office Soft (Word, Excel, Power Point), Internet;

  Typing speed: about 50 words per minutes.

AWARDS

  Outstanding singer, “Kizuna”-Japanese Contest, FTU 09/03

  Outstanding Japanese Speech Team “FTU san”- FPT Corporation 07/11

  Third prize, “FTU san“- Japanese Speech Contest, FTU 07/11

  First prize, Solo dancing performance, High schools 1999-01-04

SOCIAL ACTIVIIES

  Vietnam’s Got Talent 11, Ben Thanh Theatre 08, Solo Ribbon Dancing 11/12

  Thien Tam NPO”Acoursic Charity Night”- Charity Organization, Singer 12/03

  Thien Tam NPO- Charity Organization in HCMC, Volunteer 11/3-Now

  Society-culture exchange with Chuo University, Made presentation 10 Summer

  Volunteer for Peace NPO-Guiding the International volunteers to do charity in HCMC, Local Volunteer 08 Summer

  Hashiguchi photographer’s Still movie Workshop at VJCC, MC 07

  VJCC cultural exchange activities, Participant 06-Now