PhuongHong Trinh

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**Key Skills and Attributes:**

* Native Vietnamese speaker with intermediate Chinese and English language skills.
* Customer services and people skills in professional and pleasant manner.
* Budgeting and bookkeeping.
* Organizational skills for internal stakeholder in prioritize, organize and attention to detail.
* Management experiences for building supportive and efficient team.
* Computer literacy in office software: Excel, Word, Outlook…

**Work experiences:**

Clothing wholesale, Self-employed 03/2016 – 03/2017

* Social media marketing on Facebook.
* Sourcing product from 1688.com.
* Networking with retailers.

Slimmer Style Joint Stock Company, Store Manager 09/2014 - 03/2016

* General store management in Hanoi Lotte department.
* Staff training and timesheet keeping.
* Revenue peak at 20,000 USD in high season.

Thuc duong Vegetarian restaurant, Restaurant Manager 03/2013 – 09/2014

* General restaurant management.
* Arranging shift and managing staffs.
* Procuring and budgeting food material.
* Casier and bookkeeping.

1V-System Joint Stock Company, Helpdesk 08/2012 - 02/2013

* Answer client’s questions and guidance for accounting software operation.
* Reception.
* Documentation.
* Event organizer.

**Qualifications:**

Academy of Finance, Bachelor of Accounting 2012

Chung Yuan Christian University, Chinese 2017