



NGUYEN QUYNH PHUONG

Add : No. 16/211/249, Khuong Trung str., Thanh Xuan Dist., Hanoi

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PERSONAL PROFILE

Graduate as Bachelor of Business English in Foreign Trade University with knowledge of business and finance, plus practical business English. Proven abilities and skills in translating, interpreting, communicating, team-working, organizing, problem solving, multitasking and scheduling. Work well under pressure.

SKILLS

- Excellent communication skill
- Team working
- Schedule management
- Accurate & Detailed
- Market research
- Fast using of internet search engine
- Business writing
- Advanced MS Office Suite knowledge
- Advanced clerical knowledge
- Report writing & analysis
- Great command of English

WORKING HISTORY

Executive Assistant, March 2012 – March 2013

Deloitte Vietnam Tax Company Limited – 12A Floor, Lang Ha Str., Ba Dinh Dist, Hanoi

- Manage the Tax Partners and Tax Managers' complexly and frequently changing travel arrangements.
- Manage external contacts for Tax Partners, Directors, and Managers and keep track of periodic communication needed for priority contacts.
- Update and manage client portfolio as request of Partners
- Request and compile revenue and aging reports for Tax Partners
- Regular follow-up to the payments of the clients
- Support team in opening job code, raising bills, updating collection etc.
- Prepare Bid proposal documents to provide tax services for the clients.
- Translate documents from English into Vietnamese and vice Versace

Project assistant, May 2007- Feb 2011

Synopex Green Tech Inc. – Hanoi Representative office – 12A Floor, CT3-Vimeco Building, Tran Duy Hung Str., Cau Giay Dist., Hanoi

- Excellent skills in writing official letters to Authority, marketing email to clients, minutes of meeting with business partners, reports of project schedule to Mother Company.
- Full knowledge of contracts and other matters related to the contract as VAT, income tax, Commercial Law etc. (Draft the large contracts of supplying hydraulic cylinders for the hydropower projects in accordance with Law on Tender, FIDIC)
- Enter into negotiation of the large contract to supply hydraulic cylinders for Sesan 4 (360 MW), Srepok 4 (80 MW), A Luoi (170 MW), Dong Nai 3 (180 MW), Dong Nai 4(180 MW) hydropower project.
- Highly experienced in preparing bid proposal documents (collect and classify documents including company profile, financial statement, document of experiences)
- Inside knowledge of logistics and international payment (prepare and check LC, kinds of bond, and delivery documents including packing list, commercial invoice, BL, CO, manufacturing record book, inspection certificate etc.)
- Regular follow-up to contract performance and report to mother company
- Do market research of hydropower projects and demand for hydraulic cylinders

Cum Administrative Officer

- Ensure the activities of the Representative office in conformity with regulation of Vietnamese authority (Annual performance report, Notification of activity e.g.)
- Apply for visa of clients to visit Korean Factory
- Deal with social insurance, health insurance and related matters of the office staffs
- Interpret for Korean President in his business trip, and translate documents from Vietnamese language to English language and vice versa.

EDUCATION

Hanoi Foreign Trade University
Bachelor of Business English

2004 – 2008

REFERENCE

Pham Trung Kien

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Bui Tuan Minh

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