

PHAM THI PHUONG THAO

[Address] Khuong Viet Street,
Phu Trung Ward, Tan Phu District, HCMC

PERSONAL INFORMATION

Full name :
Date of birth :
Place of birth :
Material status :
Mobile phone :

CAREER OBJECTIVE

Learn more things when working in multinational companies to accumulate much experience for future promotion.

EDUCATION

- ❖ Danang University of Foreign Language (Bachelor of English) (1998-2002)
- ❖ Foreign Trade University – Ho Chi Minh City Branch (Bachelor of Economics)
(08/2005-present)
- ❖ Certificate of Business Accounting and Tax Declaration (07/2007 – 10/2007)

EXPERIENCE RECORD

1) **From 05/2007 to present : Foreign-owned bank**

Position : Personal Assistant

Key responsibilities:

Arrange meetings with local commercial banks for General Manager, members of Financial Institutions Department from Head Office (if required)

Attend the meetings and take notes of meeting minutes

Translate all documents in the office (including correspondence and financial statements) and from Head Office as well

Make payment and receipt vouchers

Prepare daily, monthly reports on cash on hand to submit to Finance Manager and Operations Manager

Arrange travel and accommodation to staff (if required)

Organize and store paperwork and documents
Other administrative duties as required by General Manager

2) **From 12/2003 to 04/2007 : Meinhardt Vietnam Limited (Australia)**

Position : Administrative Staff/ Assistant Project Manager

Key responsibilities:

Assist Project Manager in arranging meetings with Client, contractors and design consultants (including structural, M&E, and architectural design).

Attend the meetings with Project Manager (PM) and other supervisors, takes notes of meeting minutes, and deliver to all attendees

Receive and deliver (by courier) all drawings, correspondence from & to Client, contractors and design consultants

Assist Office Manager with preparing proposal, pre-feasibility & feasibility study, and capability statement to submit to Client

Translate all documents including technical specification, tender documents and others relating to projects

Assist PM in liaising with Client, consultants in case of any queries arising from on-going projects

File all documents relating to the undertaking projects

Support Client with preparing and issuing tender documents to contractors

3) **From 07/2002 – 11/2003 : Project Management Unit of Saigon East West Highway Project**

Position : Secretary/Translator

Key responsibilities:

Do all administrative jobs in the office

Translate all documents (from Vietnamese to English and vice versa) relating to the on-going project

Attend the meetings between PMU and Consultant PCI (Japan) and take notes of the meeting minutes

SKILLS

- ❖ Fluent written and spoken English and Vietnamese
- ❖ Computer skills – MS Word, Excel, Power Point and Outlook

HOBBIES

- ❖ Reading novel and detective story
- ❖ Listening to music
- ❖ Traveling
- ❖ Shopping