





MAI TRUC PHUONG


SELF INTRODUCTION


I am a junior at the University of Economics and Finances (UEF), majoring in Human Resources. I am fluent in English and Vietnamese and use both languages in my work. I hope my knowledge and ability can give tranches of incredible achievement to the company.

CONTACT

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 [Trúc Phương](#)

 [Phuong_Mai](#)

EDUCATION

Human Resources at the University of Economics and Finances (UEF)

09/2021 - 03/2025

- GPA 3.25/4
- Scholarship 25% (2021-2025)
- Participating in many extracurricular activities at a university

SKILLS

ENGLISH: TOEIC 715

MICROSOFT OFFICE: Certificate in Information Technology

WORK EXPERIENCES

HR Outsourcing at Talentnet Group

25/03/2024 - 25/02/2025

(11 month)

- Admin support: checking Labor Contracts
- Collects and records employees' documents
- Supporting the follow-up payment of clients
- Supporting the insurance team to follow up on SHUI
- Contact relevant internal departments for special requests
- Supporting employees' onboarding and offboarding process
- Supporting tax-related documents
- Perform administrative duties as assigned

Part-time Job at Tous Les Jours Vietnam of CJ Group (waitress)

10/10/2021 - 8/2/2022

- Cashier
- Giving customer services
- Working with flexible time
- Solving problems with customers

Part-time Job at Sharetea Vietnam of Vuong Ha Group (waitress)

6/8/2019 - 10/9/2020

- Cashier
- Giving customer services
- Communicating and helping co-workers to complete the work
- Sharing experience together