




PROFILE

 Phone

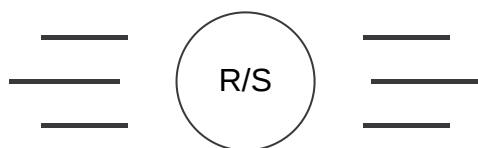
0366128987

 Email

hoangthilinhhqx2002@gmail.com

 Home

42 Xuân Đỉnh, Quận Bắc Từ Liêm, Thành phố Hà Nội



H O À N G T H I L I N H

NHÂN VIÊN QUẢN LÝ DỰ ÁN SỐ HÓA

EXPERIENCE

- **QUANG HUY LAW FIRM**

05/2022 – 03/2023

- Managed the digital hotline, communicated with customers, and handled all customer complaints and inquiries about products and services, including providing hotline numbers, booking tickets, subscription services, Facebook, Zalo, etc.
 - Assisted customers in resolving any issues they encountered.
 - Coordinated with other departments to support customers.
 - Advised on subscription service packages.
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- **T&T STORE**

04/2023 – 12/2023

- Studied and identified high-end fashion products from brands such as GUCCI, LOUIS VUITTON, CHANEL, HERMES, etc.
 - Developed plans for social media campaigns to promote luxury fashion products on platforms like Facebook and Zalo.
 - Managed a team of sales collaborators within a group.
 - Managed the store's Fanpage and monitored posts in the group.
 - Searched for potential customers and provided product consultations on luxury fashion.
 - Provided pre-sale and post-sale customer service.
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- **QUANG XƯƠNG DISTRICT PEOPLE'S COMMITTEE**

01/2024 – 03/2024

- Draft and edit documents according to the instructions of superiors.
 - Prepare documents and paperwork for superiors, and organize meetings for the organization.
 - Perform office clerk duties for the Head of the Department of Internal Affairs.
 - Handle general administrative tasks.
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- **THANG LONG ADMINISTRATIVE OFFICE SERVICES JOINT STOCK COMPANY**

04/2024 – 10/2024

- Categorize and organize documents.
 - Assign file numbers and create indexes for documents.
 - Digitize documents and update them into the system software.
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EDUCATION

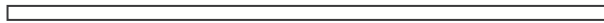
- **NATIONAL ACADEMY OF PUBLIC ADMINISTRATION**

10/2020 - 03/2023

Office Administration

SKILLS

PROFICIENT IN USING WORD, EXCEL, AND
POWERPOINT



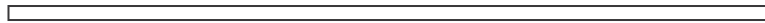
COMMUNICATION SKILLS



TEAMWORK



SYNTHESIZING SKILLS



INFORMATION GATHERING
SKILLS

