



# HO HUE LINH

## ABOUT ME

My name is Ho Hue Linh, I'm a fresh graduate of banking and finance. I have working experience and am guaranteed to receive intern/customer support positions at Tien Phong Commercial Joint Stock Bank, Vietnam International Commercial Joint Stock Bank, and Dai-ichi Mutual Life Insurance Company.

I look forward to developing the auditing and banking industry in the future. I know I still have a lot of flaws, but I'll try to make up for what's left over with the knowledge I've learned.

## EDUCATION

**SAIGON UNIVERSITY** 07/2019 - 08/2023

### Banking finance

- Knowledge of business administration, sales, and customer relationship management. Equipped with the knowledge of reading and analyzing

## SKILLS

### Office Information

Good 10-finger typing, proficient in Word/ Excel/ PowerPoint alignment.

### Communicate

Easily adapt to the new working environment.

### Problem Solving

Divide and develop assigned plan..

### Working in high pressure

Effective time management to tackle all tasks.


## FUTURE ORIENTATION


Long-term: I look forward to continuing my education and gaining professional certifications to improve my auditing expertise.


At the same time, I look forward to building a network of colleagues and experts in the auditing industry, to learn from their experiences and exchange professional knowledge.


Short term: I would like to have the opportunity to learn more about auditing knowledge and experience at the company. My goal is to seek a position as an auditor in a reliable company.

## CONTACT

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## WORK EXPERIENCES

**TIEN PHONG JOINT STOCK COMMERCIAL BANK** 08/2020 - 02/2021

### Individual client intern

- Introducing and consulting loan packages according to customer needs.
- Answer customer inquiries and assist customers in completing necessary procedures.
- Disbursement to customers, keeping customer records

**DAI-ICHI MUTUAL LIFE INSURANCE COMPANY** 06/2021 - 12/2021

### Life insurance trainee

- Introduce and advise on insurance packages suitable to customers' needs and
- Support connecting customers from the company's partners.
- Complete profile and customer information.

**VIETNAM INTERNATIONAL COMMERCIAL JOINT STOCK BANK** 11/2022 - 04/2023

### Individual Client Intern

- Complete the necessary documents and records for the reporting period of the company.
- Organize data and records in the process of meeting customers, and completing records for customers.
- Assess the financial capacity of the client.

## CERTIFICATES

**MOS WORD, EXCEL, POWERPOINT** (08/2022)

**BASIC OFFICE INFORMATION** (07/2022)

Practice: 7/10

**TOEIC** (11/2022)

Toeic : 545