

NGUYỄN MẠNH ĐỨC

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Objective

- A motivating manager with knowledge in different fields

Field of Interest

- Accounting and Internal Control
- Human Resources and Quality Assurance
- Education and Training

Education

- Bachelor in Accounting (2017) - University of Economics and Business (VNU Hanoi) · GPA: 3.42/4.0

Achievements

- Certificate of Merits from Communist Youth Union of Hanoi for great contribution to extracurricular activities (2017)
- Young Talented Individual of VNU Hanoi (2016)
- Certificate of Merits from University of Economics and Business for great contribution to extracurricular activities (2014, 2015, 2016)

Language

- English: Fluency (IELTS: 6.5)

Experience

VIETNAM NATIONAL UNIVERSITY HANOI (VNU HANOI) (6/2017-3/2019)

Secretary/Assistant to Vice President of Vietnam National University Hanoi

- Receiving and reviewing documents submitted to Vice President. Giving advisory about content and formula of documents in accordance to current regulation and situation.
- Reminding work in charge by Vice President, ensuring all the work to be completed on schedule with high quality, supporting and reporting whenever necessary
- Managing work schedule by week and month. Working and discussing with directors of affairs, member organizations and experts on behalf of Vice President.
- Managing Vice President's files and documents, preparing documents and for working trips. Conducting other tasks under Vice President's requirements.

UNIVERSITY OF ECONOMICS AND BUSINESS - VNU HANOI (6/2016-5/2017)

Officer - Office of Human Resources

- Conducting recruitment process: looking for new employees, receiving files, introducing necessary procedure for new staffs.
- Conducting procedures related to salary and allowance. Directing and assembling data related to performance appraisal.
- Taking responsibility for organizing events and internal training courses for employees.
- Taking responsibility for operational planning. Conducting other tasks under Head of Office's requirements.

Projects and Papers

- "Building interactive academic materials in E-Learning" - The 32nd AAOU Annual Conference of Asian Association of Open Universities (2017), co-author.
- "Improving Accounting in public sectors and Tax management" - Monograph (2017), co-author.
- "Improving tax management in Vietnam in the context of international integration" - Journal of Economics and Forecasting (2017), co-author.
- "To increase the efficiency of collecting personal income tax from business households" - Journal of Economics and Forecasting (2015), co-author.