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| **ESUHAI COMPANY LIMITED** |
| 40/12 - 40/14 Ap Bac; Ward 13; Tan Binh District; Ho Chi Minh City. |
| Tel : (08) 62 666 222 Ext: 601 - Hotline: 0909 055 815 |
| Email: tuyendung@esuhai.com https://[www.facebook.com/tuyengiaovientiengnhat/](http://www.facebook.com/tuyengiaovientiengnhat/) |

CANDIDATE INFORMATION

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| **POSITION APPLYING FOR** |
| **Civil engineering design and construction.** |

*Instructions: Please fill in the complete and clear information below and email it to tuyendung@esuhai.com. We will only contact candidates who meet the requirements.*

**PERSONAL INFORMATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Full name | Tran Ngoc Thuy Van | | | | Gender | | Name Female |
| Date of birth | February 19, 1991 |  | Age | 32 |  | | 160 Centimeter 50 Kilogram |
| Marriage | Single. | | | | Blood type | |  |
| Place of birth | Ho Chi Minh City | | | | Urban. | | There is 1 degree 25. |
| Place of origin | Ha Nam | | | | Smoothly. | | Fruit. Must. |
| Religion | God | | | | Voice. | | Name |
| Ethnic. | Prayer | | | | Common diseases. | |  |
| Residence registration. | Hoang Anh Gia Lai 2- 783 Tran Xuan Soan - Tan Hung Q7. | | | | | | |
| Contact address (temporary residence). | Hoang Anh Gia Lai 2- 783 Tran Xuan Soan - Tan Hung Q7. | | | | | | |
| Phone number | 0797997586 | Email: | [ivytran1902@yahoo.com](mailto:ivytran1902@yahoo.com) | | | Facebook. | Tran Ai Vy (IvyCosmo). |
| *Where did you find out about the recruitment information?* | Vieclam24h Timviecnhanh  Jobstreet |  |  | Careerbuilder Vietnamwork  Job in Japan. | Web Esuhai Friends, acquaintances introduced.  Facebook EsuhaiKhác…………………………… Facebook Group recruitment. | | |

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| **PERSONALITY** | |  |
| Your dream. | Bring unique design ideas into products for customers. For high-end customer segment and large developers. | |
| Goal for the next 3 years. | As a high-level manager in the field of design and construction for a large corporation. | |
| Principles of your life. | I don't like pretense. | |
| Personality | strong-willed, ready to face difficulties in work, straightforward | |
| Strength (Human). | Creative, passionate, good at observation. | |
| Weakness (Human). | quite hot-tempered, sensitive and often solve problems on their own. | |
| Interests - Talents | Dancing, playing games, traveling, viewing designs on social media, drawing. | |
| Habit | Usually, research or inquire thoroughly about all aspects of the issue and then solve it. | |

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| **SELF-EXPRESSION** |
| Desire to learn more and experience the working environment in Japan. Ready to learn additional knowledge as well as supplementary training programs for the applied job. |

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| **WORKING CAPACITY** |  |
| Strengths (In work). | Passionate, tightly manage work progress, work well independently. |
| Weakness (In work). | There is no teamwork connection when there are obstacles. |
| Do you have any principles when working? | When working with high concentration, try to find a solution to the problem until the end if it cannot be solved, then seek support from the higher level. |
| Favorite and most skilled job. | Construction drawing management, construction progress management according to ideas and design drawings, Furniture design, interior - exterior design. |
| Orientation of job position to pursue & develop.  developing a career in the future | Becoming a senior manager in the interior design and construction architecture field. |

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| **DESIRED JOB** | |  | | |
| Desired job. | Interior and exterior design - Architecture. | | Position: | Employee |
| Official Salary (VND) | **30-40 trillion.** | VND | Start date |  |

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| **LEARNING PROCESS** | |  | | | | | |
| DEGREE | SCHOOL | | SPECIALIZATION | RANKING | From  *(month/year)* | To.  *(month/year)* | LOCATION |
| Grade 1 | Khai Minh Elementary School | |  |  |  |  |  |
| Secondary level | Minh Duc Secondary School. | |  |  |  |  |  |
| Grade 3 | Trung Vuong High School | |  |  |  |  |  |
| Intermediate level |  | |  |  |  |  |  |
| College |  | |  |  |  |  |  |
| University | Ho Chi Minh City University of Technology | | Interior design |  |  | 2016 |  |
| Above university level |  | |  |  |  |  |  |

***Click here to see our instructions and explanations***

**PROFESSIONAL CAPABILITIES (Degrees / Certificates)**

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| --- | --- | --- | --- | --- |
| No. | CAPABILITIES/ ABILITIES | DESCRIPTION | From year | To year |
| 1 | Certificate of completion in Interior Decoration | Computer Science Center - University of Natural Sciences - National University of Ho Chi Minh City | 2012 |  |
| 2 | Certificate of completion in Product Design | Computer Science Center - University of Natural Sciences - National University of Ho Chi Minh City | 2014 |  |
| 3 |  |  |  |  |

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| **SKILLS** | | | | ***Click here to see our instructions and explanations*** | | | | |
| No. | **FOREIGN LANGUAGES** | *Level* | *Certificate* | | **COMPUTER SKILLS** | *Level* | **SOFT SKILLS** | *Level* |
| 1 | **Japanese** |  |  | | **10-finger typing** | 35wpm |  |  |
| 2 | **English** |  | C | | **MS Word** | 4 |  |  |
| 3 | **Chinese** |  |  | | **MS Excel** | 3 |  |  |
| 4 | **Others** |  |  | | **MS Powerpoint** | 4 |  |  |

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| **KNOWLEDGE** | | ***Click here to see our instructions and explanations*** |
| No. | TYPE OF KNOWLEDGE | DESCRIPTION |
| 1 | Being a designer but also having knowledge and exposure to the field of Marketing | Able to use graphic design software to create an open portfolio for interior and exterior construction. Working with agencies for image production, filming, advertising... |
| 2 | Learning design management and construction processes at the construction site | Have worked as a construction assistant for 5 years - 1 year managing construction drawings, completion at the construction site - 1 year as a coordinator managing all drawings for all projects before creating sales documents for customers. |
| 3 | Currently managing an interior design and construction company - with communication and persuasion skills to engage clients in design; supervising designers and construction process. |  |

***List the 3 most recent workplaces - in chronological order from closest to present.***

**WORK EXPERIENCE**

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| --- | --- | --- | --- | --- | --- | --- |
| **Job position** | **Interior design staff** | | | | | **Main tasks description** |
| Work period | 10/2014 | to | 07/2015 | **9** | months |  |
| Company name | Sao Vang Co., Ltd. (Subsidiary of Nha Vui Company) | | | | |

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| Field of activity | Interior design | | Cad processing  Implementing 3D drawings as requested, producing images |
| Address | Tan Phu | |
| Starting salary | 6,000,000 | VND |
| Ending salary | 6,500,000 | VND |
| **Reference information** | | | **Achievements** |
| Full name |  | |  |
| Position |  | |
| Relationship |  | | **Reason for leaving** |
| Phone number |  | | No Social Insurance, no Health Insurance |
| Email |  | |

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| **Job position** | **Site assistant -**  **Construction drawing management specialist** | | | | | **Main tasks description** |
| Work period | 03/2016 | to | 03/2018 | **12** | months | Managing documents related to contractors, managing site work  Managing and checking all construction drawings for quality, specifications, and checking actual construction according to the drawings (Supervising designers - Pre-completion phase)  Planning and implementing measurement, construction, and production schedule for drawings |
| Company name | VinGroup Corporation | | | | |
| Field of activity | Construction site | | | | |
| Address | Vinhome Central Park - Golden River Park | | | | |
| Starting salary |  |  | 7,000,000 | VND |  |
| Ending salary |  |  | 9,500,000 | VND |  |
| **Reference information** | | | | | | **Achievements** |
| Full name | Nguyen Van Tu | | | | | **Completed the roofing of the buildings in the project with the team**  **Handover of buying and selling drawings and red book drawings to residents** |
| Position | Head of Construction Supervision Department | | | | |
| Relationship | Superior | | | | | **Reason for leaving** |
| Phone number |  | | | | | Transferred to project |
| Email |  | | | | |

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| **Job position** | **Site Assistant -**  **Drawing Management Specialist (Marketing Team)** | | | | | **Description of main tasks** |
| Working period | 06/2018 | to | 04/2023 | **58** | months | Managing documents related to contractors Managing site work  Managing and checking all construction drawings for quality, specifications, and checking actual construction according to the drawings (Supervising authors - Sales phase)  Processing drawings - preparing documents and sending them to customers.  Planning the implementation of surveying, construction, and production progress of the model table |
| Company name | Nam Long Group Corporation | | | | |
| Field of activity | Construction site - Head office | | | | |
| Address | District 7 | | | | |
| Starting salary |  | 12,000,000 | | VND |  |
| Ending salary |  | 18,500,000 | | VND |  |
| **Reference information** | | | | | | **Achievements** |
| Full name |  | | | | | **Successful handover and opening of various zones in projects.** |
| Position |  | | | | |
| Relationship |  | | | | | **Reason for leaving** |
| Phone number |  | | | | | Want to change working environment and learn more in the field. |
| Email |  | | | | |

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| **PROJECTS / NOTABLE ACHIEVEMENTS** | | ***Click here to see our instructions and explanations*** | | |
| No. |  | DESCRIPTION | FROM | TO |
| 1 | Vinhome Central Park - Vinhome Golden Riever Park | As described above |  |  |

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| --- | --- | --- | --- | --- |
| 2 | Waterpoint | As described above |  |  |

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| **FAMILY RELATIONSHIPS** | ***(Father, Mother, Brother, Sister, Wife, Husband, Children, ...)*** | | | |
| FULL NAME | RELATIONSHIP | AGE | OCCUPATION | Workplace, residence |
| Nguyen Thi Hoang Thuy | Mother | 53 | Retired |  |
|  |  |  |  |  |
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| ***Relatives can contact: Relationship: Phone:*** | | | | |

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| **ADDITIONAL INFORMATION**  *I certify: I have never been criminally prosecuted and all information provided is true and up-to-date. If there is any dishonesty in the information provided, I am willing to be disciplined up to termination and/or fully responsible under the law.* | | | |
| *,* | *Date* | *Month* | *Year* |
|  | **CANDIDATE'S SIGNATURE** | | |