



TRUONG VO HOANG NGAN

Teaching Assistant

Contact Information

📍 67/2 Nam Chau Street, Ward 11, Tan Binh district, Ho Chi Minh city

☎ 0933 399 816

✉ hoangngan9994@gmail.com

Summary

I am very organized, detail-oriented and well-adaptable. I am able to work independently and in a team under high pressure with multiple office tasks. I am very interested in Teaching Assistant position that is definitely relevant to my capabilities and my career goal as well.

References

Mr. Nguyen Quoc Chinh

CEO cum English teacher

Toi Tu Hoc English center

Phone number: 0903 325 531

Email: quocchinh0401@gmail.com

Mrs. Mai Ngoc Tuyet

Transaction supervisor

Sai Gon commercial Bank

Phone number: 0934 140 688

Email: tuyetmn@scb.com.vn

Education

Excellent Bachelor of Banking Finance 2012-2016

University of Finance and Marketing

With a high-quality training program – a 8.6 average

Work Experiences

Bank Teller 2016 – Present

Sai Gon commercial bank

- ≡ Provides account services to customers by receiving deposits and loan payments; cashing checks,...
- ≡ Cross-sells bank products by informing customers of new services such as life insurance, cards, e-banking, international payment, exchanging foreign currencies, bank bonds,...
- ≡ Records all transactions promptly, accurately and in compliance with bank procedures
- ≡ Counts and packages currency and coins..

Collaborator on Customer service 2013 – 2016

Toi Tu Hoc English Club

- ≡ Contacted potential or existing English learning lovers to inform them about specific topics, activities and handouts.
- ≡ Organized creative activities which help participants to practice English speaking skill (over 80 people).
- ≡ Encouraged and supported members to participate teambuilding programs (over 100 events).

Skills

Computing

- Typing 60 wpm
- MS Office Suite

English

- 795 TOEIC
- Proficient in speaking and writing

Customer Services

- Transactions over-the-counter (20 customers of all ages per day)
- Call center service operations (10 calls per day)