TU THI MAN (NAMI)

SECRETARY

I were a software tester almost 5 years in some different companies. My main work is doing software testing based on the customer requirements. After that I would like to challenge myself in to different roles as I want to work more on management or administration than testing field only.
From IT background, I have the ability to learn and use application, website, ecommerce platform quickly into daily works.
I also improve myself in communication skills, tasks management, time management... I realize that I always work with the highest responsibility.
Finally, I realize that my favourite task is to support people finish their tasks - so secretary is the suitable task for me to continuously learn and support others
I'm ready to support project in different roles and ready for any challenges.

CONTACT INFO

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✉ man.tuthi@gmail.com

KNOWLEDGE

Sai Gon University
SOFTWARE ENGINEER, COURSE 2010

- Graduated in 2014: Good
- Information Technologies
- Specify in Network Engineer

SKILLS

- Communication
- Problem solving
- English basic (Read, Write, Speak, Listen)
- Tasks Management

HOBBIES

- Personal Development
- Chatting with friends
- Traveling
- Learning

SPECIALIZE

- Software testing (UI, UX, Functional testing, Non-functional testing)
- Secretary: meeting notes, tasks follow up, transfer info into other department, document management, preparing related documentation for an event, preparing draft contract, reporting overall status, meeting scheduling...

WORKING EXEPERIENCE

Administration and concurrent roles
SUPERSOFT TECHNOLOGIES JOINT STOCK COMPANY - WWW.SUPERSOFT.COM
FROM 01/2021 TO 06/2021

- Office management: documentation, buying stuff for the office,...
- HR: Employee hiring - collecting CV, schedule interviewing meeting, interviewing, reporting the results, offering email answers, arrange the first working day for newbie...
- Secretary: meeting notes, prepare document, contract, joining event with CEO & customers

Secretary
GATE GOOD PRICE JOINT STOCK COMPANY - WWW.CONGGIATOT.COM
FROM 09/2020 TO 12/2020

- Collecting the supplier documentation: business profile, food safety declaration paper
- Consulting and supporting the suppliers to prepare documentation, samples... to sell their products on our ecommerce website;
- Business profile management, prepare contract and cooperation promotion.
- Posting product's information on ecommerce site, updating information on Fanpage , creating guideline videos, supporting events

Professional Software Tester
ADNOVUM VIETNAM LIMITED LIABILITY COMPANY - WWW.ADNOVUM.VN
FROM 07/2016 TO 08/2020

- Performing software testing and website testing, the projects are from internal, Switzerland, Singapore like: INTAPP ADNOVUM, TWINT, UBS, MAS ESERVICES
- Collaborating with Switzerland, Singapore, Hungary team to bring the best product for our customers
- Understanding requirements, writing test cases, executing test run, reporting issues into the system

Documentation Staff
T.T TECHNOLOGIES -WWW.TT-TECH.DE
FROM 10/2014 TO 04/2016

- Receiving the requirement from the German customers in Dutch and translating it by translator tool, then analyse the requirement and transfer them to developer team. Create tasks based on requirements into the system
- Software testing, web testing, issue catching and reporting
- Check the progress from dev team and report to our boss