

# Ngoc Tran Nguyen

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## Learning objectives

As an Accounting student at LaSalle College, currently in my last semester, I am interested in an internship at your company that gives me a good opportunity to put my academic knowledge into practice and gain more professional experience in my field of study.

## Education

**DEC IN ACCOUNTING AND MANAGEMENT TECHNOLOGY| LASALLE COLLEGE - 2017-2019**

## Experience

### **CASHIER – MARCHÉ C&T – August 2018 to present**

- . Handle cash transactions with customers using cash registers.
- . Scan goods and collect payments.
- . Deal with customers to ensure their satisfaction.
- . Resolve customers' complaints in a timely and efficiently manner.
- . Handle merchandise returns and exchanges.
- . Maintain clean checkout areas.

### **WAREHOUES CLERK – SSENSE INC. – July 2018 to August 2018**

- . Using RF scanner to transfer items to different locations in warehouse.
- . Verify inventory's quality and condition.
- . Prepare customers' orders.

## Skills and Qualities

### **LANGUAGE SKILLS**

- . Fluent in English and Vietnamese.
- . Beginner French and continuing to improve language skills.

### **COMPUTER SKILLS**

- . Microsoft Office Suite such as Word, Excel, Access and Sage 50

### **PROFESSIONAL SKILLS**

- . Work efficiently individually or in team
- . Research and analytical skills
- . Proficiency in Sage 50 (accounting software)
- . Be willing to learn and adapt to new working environment
- . Acquire time management and problem-solving skills
- . Knowledge in budgeting and taxation
- . Excellent communication skills

## **QUALITIES**

- . Organized
- . Responsible
- . Hard-working
- . Precise
- . Focused

## **Interests**

- . Participated in chess competitions.
- . Done volunteer work in a community center such as raising funds for charity, donating old clothes to the poor, playing with the orphan and talking to the elderly.

## **References**

References are available on request

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