

Date of Birth: 31st July, 1994 Email: danthanh.luungoc@gmail.com

Address: Ea Tam Ward, Buon Ma Thuot city, VN.



Personal Profile

A reliable, friendly, motivated and conscientious individual who is able to multitask, handle pressure, work as part of a team and striving for excellence in work. On the other hand, good communication is one of my best skills. Additionally, high dynamic, confident, positive attitude, and creativity those are my specific characteristics. I am a graduated Biomedical student from University of the West of England. I have able to get a handle with intractable problems as well as willing to endure withdraw of work pressure.

Education

Sep.2012-Jun.2015 International University, HCM Biotechnology

Core courses : Biochemistry, Genetic, Biology, Microbiology, Technique in plant, etc.

Sep.2016-Jul.2018 University of the West of England, UK

Biomedical Sciences

Core courses : Haematology, Cellular pathology and oncology, Study in Biology of Disease, Physiology and Immunology system, Antimicrobial Agent, Drug and Disease, etc.

Skills.

- Professional Skills : Familiar with 3dmax
- Computer skills: Word, Excel, PowerPoint and Orion.
- Language proficiency: Business proficient in English, Chinese Beginner
- Good soft skills and team building advanced through my experience in the past.
- Great time management, willingness to learn and handle with new responsibility.

Certification

Graduated with Bachelor of Science degree (Hons) of Biomedical Science.

IELTS 5.5 in 2016 before studying abroad .

Received a Digital Marketing Awards from the University of the West of England.

Work Experience

OCT 2018– NOV 2022 | MEDICAL SECRETARY | FV HOSPITAL – HCM

Good organizational skills, Good administrative skills, Good communication and interpersonal skills, Good computer skills, Attention to detail, An interest in researching medical matters

The ability to deal with members of the public in a tactful manner, to keep important and sensitive information confidential at all times, to provide support for a team of employees, to work independently, to work under pressure and under the threat of looming deadlines, to keep calm in stressful situations.

References

Mrs. Nguyen Thi Hue

OPD Manager - FV Hospital

Email: hue.nguyen@fvhospital.com