

# AN THUY DUONG



## SUMMARY

- **Date of birth:** 18 March 1990
- **Address:** No 7 Lane 2 Cau Dat Street, Hoan Kiem District, Hanoi, Viet Nam
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A qualified, dedicated and experienced person with over 9 years working in both public and private sectors. I am also adaptable, open-minded, eager to learn new things, willing to face with any challenges, and have a genuine interest in business management and making organizations successful.

Currently, I have been working as External Affairs Manager cum Assistant to Director General for a company operating in renewable energy sector since March 2020. I provide administrative support and assistance to General Director; implement the legal/ regulatory procedures whilst maintaining close contacts with external partners, key industry sectors and relevant government agencies to develop the renewable energy projects. In addition, I also do market research and advise foreign partners on Vietnamese laws and regulations as they affect trade and investment opportunities.

I graduated from Cardiff Metropolitan University (UK) with a Bachelor of Arts and Major in Business Management.

Previously, I worked under the Vietnamese government agency and a Chamber of Commerce with the background in international trade and economic integration issues. I had over 8 years of experience in studying, monitoring the international trade policy, legal documents in the commercial industry, and taking part in various meetings/ conferences of economic pillar within ASEAN countries and Asia Pacific region. I got used to the consultative responsibilities and coordination of multi-task associated with this profession and taking other administrative formalities.

Passionate about business, marketing, retail and other trade related fields.

## SKILLS

- **Excellent communication skills - verbal and written, English and Vietnamese**
- **Data collection and analysis**

- **Team work and networking**
- **Highly organized and superb attention to detail**
- **Ability to multi-task and experienced with minute taking and tracking actions**
- **Able to work with and manage executive level stakeholders**
- **Self-motivated, able to learn and pick up new concepts quickly**
- **Innovative and problem solving**

## **WORK HISTORY & EXPERIENCE**

**03/ 2020 to current      External Affairs Executive cum Assistant to General Director**

***D&T Development and Technology Joint stock company- Hanoi, Viet Nam***

- Provide dependable secretarial/ administrative and other support to the CEO/ Board of Directors in working with the government agencies aim to get their full support with respect to the legal proceedings of projects as well as coordinate existing and prospective external affairs programs or stakeholders;
- Implement the legal/ regulatory procedures whilst maintaining close contact with the key industry sectors and with the relevant government entities to develop the renewable energy projects (solar power plants);
- Facilitate the strategic involvement of the Company in partnership with government authorities, external/ foreign partners and act as the focal point/ direct contact for all communications, correspondence and other interactions between the Company and government officials and relevant agencies.
- Establish and maintain close contact with the key Vietnamese government agencies including Ministry of Industry and Trade, Government Office, Electricity Vietnam (EVN)... to follow up and deploy the necessary works in obtaining the development rights and being granted the investment policy decision in respect of renewable energy projects.
- Coordinate the negotiation of business deals and handle all of the communication with the foreign partners in developing the solar power projects as well as assist the foreign partners in making the due diligence of projects/ company and support them in preparing and obtaining the necessary legal documents as requested by the governing law.
- Act as a liaison between the executive, their team, and other key business partners, keeping everyone connected and informed.
- The incumbent will also undertake the roles of looking for potential local manufacturers, negotiating, drafting the sales contracts/ cooperation agreements, MOU...
- Advise foreign partners on Vietnamese laws and regulations as they affect trade and investment opportunities.

**01/ 2019 to 03/ 2020      Office Manager**

***Australian Chamber of Commerce in Viet Nam (AUSCHAM)-Ha Noi, Viet Nam***

### **Member services**

- Business development including the recruitment and retention of members and sponsors in Hanoi and northern Vietnam;
- Develop contacts with the media;
- Develop contacts with other business chambers in Hanoi, ensuring events complement

and do not compete in similar time frames and exploring opportunities for collaboration where appropriate;

- Respond to membership enquiries;
- Organize and co-ordinate, in conjunction with HCMC staff, member events including but not limited to Business Briefings, Sundowners and ad hoc events;
- Provide support to Hanoi-based AusCham Directors, including coordinating and attending Board meetings;
- Attend member, sponsor and government functions, as appropriate;
- Other functions and tasks as requested by Executive Director.

### **Government liaison**

- Develop a broad understanding of the bureaucratic process as it applies to the Vietnamese Government;
- Establish and maintain close contact with the key Vietnamese government agencies including the VCCI.

### **Administration**

- Attend to all AusCham Hanoi office duties;
- Respond to e-mail, phone, fax, and “walk in” enquiries regarding AusCham;
- General office duties, including payment of local bills, filing, etc;
- Other administrative tasks as requested by Executive Director.

### **05/ 2012 to 12/ 2018      Trade Official**

#### ***ASEAN Division/ Multilateral Trade Policy Department/ Ministry of Industry and Trade of Viet Nam***

- Study and follow the merchandise trade issues, legal texts, tariff reduction schedules in regional free trade agreements (FTA), World Trade Organization or other international trade commitments that Viet Nam has committed/ entered into;
- Participate into various ASEAN meetings and other technical workshops, seminars on international economic integration issues and the utilization of Free trade agreements;
- Coordinate and cooperate with the Multilateral Trade Assistance Projects which financed by the EU budget in co-organizing a wide range of seminars/ connectivity events for the audience of domestic business associations and local enterprises aim to disseminate, propagandize Free Trade Agreements, ASEAN Economic Community (AEC) and other international commitments which has come into force in Viet Nam;
- Undertake the task of correspondence with other line Ministries/ relevant Authorities for gathering their opinion, recommendation or advices on international economics related issues in ASEAN region as well as other foreign trade policies;
- Collaborate with fellow-workers to build inputs, talking points and make reports of outstanding issues which has been in the working agenda of the technical officials to the high-level officials.

- Do the feedback, clarify the concerns or provide any relevant information to the interested bodies/ agencies if requested;
- Arrange and support other divisions to make administrative and logistics procedures of organizing government mission/ task forces.

**05/ 2010 to 03/ 2012    Waitress (part-time)**

***Thanh Binh Restaurant- London, United Kingdom***

- Duties of serving customers and get orders via call;
- Operate the till system; manage cash, bills, invoices daily and general cleaning duties;
- This was a very busy environment which required me to be proactive to perform/deliver works in a quick and effective manner to ensure an excellent customer service. Besides that, I also supported and assisted the manager with the overall smooth running of the restaurant.

**10/ 2008 to 02/ 2010    Shop assistant (part-time)**

***Long Dan Supermarket- London, United Kingdom***

- Organize inventories and maintaining stock levels;
- Duties of customer services with selection/ sales and introduce customers about new product lines;
- Operate the till and ordering systems;
- Being resilience in stressful situations and ensuring outstanding customer service was also an important part of this role.

## **EDUCATION**

**2008 - 2011**

**Bachelor of Arts: Business Administration**

**Cardiff Metropolitan University – London, United Kingdom**

- Marketing and Communications
- Business Management
- International Trade
- Human Resource management....

**2005 – 2008**

**High school Diploma**

**Viet Duc High school- Hanoi, Viet Nam**

## **TECHNOLOGY & LANGUAGE PROFICIENCIES**

- **Foreign Language:** Fluent English in writing, reading, listening and speaking
- **Computer:** MS Office (Word, Excel, PowerPoint, Outlook)

## **OTHER INTERESTS**

- Travelling
- Film

- Social/ community activities
- Books

- Fashion/ Beauty
- Music