

CURRICULUM VITAE

I) Objective

I wish to work as an effective **English Vietnamese freelance translator** worldwide with the advantages of nowadays' flat world for a better life.

II) Personal information

Full name: **PHAM PHUC CUONG**

Born on: 10/07/1988 in: Binh Thuan Province

ID No: 261163136 – Date of issue: 21/10/2005

Place of issue: Public Security of Binh Thuan Province

Temporary residence: 1178/9 Truong Sa, Ward 13, Phu Nhuan District, HCMC, VN

Permanent residence: Song Luy Commune, Bac Binh District, Binh Thuan Province

Main email: cuongphph@gmail.com

Cell phone No: +84 077 6613 946

III) Educational background

Graduated from Banking University of Ho Chi Minh city (2006-2011)

Major: Business English

Second foreign language: Mandarin Chinese

Software: Word, Excel, PowerPoint

IV) Working experiences

1/ June 2011- January 2012: I worked as the General Affair staff cum translator of KP Engineering And Construction Co., Ltd (Website: www.kpenc.com.vn). My tasks included checking workers' diligence and equipment, translating reports and other transaction documents from English to Vietnamese and vice versa, sometimes interpreting for managers and Vietnamese partners, assisting accounting/ importing divisions.

2/ March 2012 – April 2012: I worked for SmartWorld in District 11 as a translator of a certain text book of primary program, editor of vocabularies.

3/ May 2012 – August 2020: I worked for Tin Phat Consulting and Translation Co., Ltd - District 5, as a translator. I did English – Vietnamese translation of the following documents:

+Legal documents from any English-using country (Philippine, USA, UK, Indonesia, Viet Nam, Hong Kong, India,...): ID card, passport, birth certificates, documents of financial capacity for immigration, school transfer certification, etc.

+Business documents: contracts, business correspondences, company incorporation certificate, company profile, tax declaration.

+General documents: email, letter, statement, certification, decision, confirmation, affidavit, curriculum vitae.

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