

RESUME

PERSONAL DETAILS



Family name : BUI Middle name : DONG Given name : THANH	Day of Birth: 18 SEPTEMBER 1969	Place of Birth: BINH DINH PROVINCE, VIETNAM
Permanent address: 51/10 Str. 7 th , Ward 7, GO VAP Dist., Ho Chi Minh City, Vietnam		Nationality: VIETNAM
Mobile : 84-903848058 Skype user account: thanhbd Email: buidongthanh@vnn.vn		Sex: MALE

PROFESSIONAL QUALIFICATIONS

Level / Certificate	Issued by	Year of Issuance
Bachelor of Economics – Accounting and Finance	The Economic University of HCM City	1994
B.A of English	The University of Science of Human & Society of HCM City	2001
Valuer certificate	The University of Marketing of HCM City	2006
Intermediate Computer Level Certificate	Education Dept. of HCM City	2006
MBA	The Economic University of HCM City	2006

WORKING HISTORY:

1994-2000: Vinastar Motor Cooperation – a Joint Venture of Mitsubishi in Vietnam

2001-Now: OMIC-FCC Inspection Co. in Vietnam

EXPERIENCES TRANSLATION JOBS:

- Source Language: English/Vietnamese Target language: Vietnamese/English

Experiences: From the year 2000 up to date:

- Translation for cargoes using instruction, quality specification for inspection, procedures of inspection of cargoes...
- Translation for contracts, letters to Government...
- Social insurance and health insurance documents.
- Instruction documents for testing of schools.
- Translation for accounting books, vouchers, financial statements, company registration, legal documents such as Charter, internal regulation,... of foreign companies in order to supporting documents of registration with Vietnam Government offices, banks...for investment in Vietnam
- Preparing Vietnamese documents for foreign companies in purchasing stocks in Vietnam market.
- Writing accounting programs for accounting controlling finance statements and spare parts stocks in Access and Visual Basic.
- Translation the Vietnam regulations, circulars, tax... decision from Government for foreigners investors references.
- Translation English testing for grade 3 to 8.
- Translation the Food Assistance, Cash Assistance and Medical Assistance of Georgia State.
- Translation the Family Service Plan of Illinois Department of Childrent and Family Services.
- Techical docs for Automobile and lift. for CCJK - China
- Interpreter for auditing a company under certify SA8000...
- Interpreting for financial auditing of UPS...

- Customers:
 - o OMIC (Japan and Ho Chi Minh City Office);
 - o Word Trans LLC (Singapore);
 - o SunAlfa Development Co., Ltd. (Japan);
 - o ProQC International Ltd. (USA);
 - o FCC (Vietnam);
 - o LanguaVox SL (Spain),
 - o CCJK (China);
 - o Nihonbashi Ltd. (Singapore)
 - o Translation Smart (USA)...

Your faithfully,

Bui Dong Thanh
Thanh Dong Bui