



MAI DANG THUC UYEN

IMPORT, EXPORT, SUPPLY CHAIN

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🏠 Ng Kiem, PN Dist, HCMC

PROFILE

After spending all the time for my children with freelance tasks, I am seeking an opportunity to come back with profession environment to challenge my-self and update new knowledge. Coming back with willing attitude, I would like to show my interest in bearing new tasks even new roles.

EXPERIENCE

● Digital Marketing Freelancer

Self-employed. 2016 - Present

- Create contents for agents.
- Create advertisement campagne on Facebook and Google.

● Supply Chain Executive

NSG Vietnam Glass Industries LTD.
2012 - 2016

- Participate in set up ISO system & SAP system.
- Planning shipping schedule and taking quick action according to sudden customer requirement.
- Working with other departments and logistics agency to update stock and shipment status on-time for smooth distribution process.

- Involving to SAP SD function, being key user in sale process and control shipping documents such as VAT invoice, bill of lading, certificate of origin, fumigation...
- Monitoring shipping cost and reporting according to manager requirement.

● Sale/ Sale Admin

Western Telecom
2009 - 2011

- Sale electronic mobile card, contact customer and execute transactions by telephone
- Create sale document and manage stock in XMAN system
- Monitor debts and make reports.

SKILLS

- English 
- MS Office 
- SAP SD Function 

SOFT SKILLS

- Time Management
- Planning & Scheduling
- Teamwork
- Problem Solving

EDUCATION

- Bachelor of Biotechnology
Open University
- Bachelor of International Business
Administration
HUFLIT University
- Google Digital Marketing & E-commerce
COURSERA

HOBBY

- Baking
- Decorations
- Organize events

APPLICATION LETTER

Dear Human Resource Department,

I am Thuc Uyen – a digital marketing freelancer. I would like to show my interest to the position in your company.

After spending all the time for my children with freelance task, I am seeking an opportunity for returning to profession environment to come over new challenges by my skills and also sharpen them.

With willing attitude and quick adaptation, contributing to your company is my honor. Time management, process standardization and report detailing is what I bring to this position to get achievement together with your company. I would very much welcome the opportunity to be able to attend the interview.

Sincerely,
Mai Dang Thuc Uyen