



# NGUYỄN THỊ KIM XUYẾN

## FOOD SERVICE CATEGORY STAFF

### ABOUT ME

Goals are the motivation to make efforts and try, for work and orient my career future, I always define for myself a plan to be able to aim for the best goal, the plan will help me go faster to my goal. However, I will always seize opportunities, allow myself to be exposed to many different environments to understand what I want and need the most, sometimes a new direction will be a better start.

### CONTACT

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**Address:** Cộng Hòa, Tân Bình

**Birth date:** 29/11/2003

### AWARDS AND CERTIFICATION

- **Top 3th** in the creative idea contest "**UEF Students 2021**"
- **Top 3th** student **scientific research topics** achieved at faculty level in **the 2024-2025 school year**
- Certificate of commendation for being an **outstanding union officer of the school in the 2022-2023, 2023-2024 2024-2025 school year**
- Certificate of completion of **Logistics import-export training series**, and scholarship for **Onex-Logistic courses**
- Promising **Award for the Youth Union Cadre Competition** with good knowledge and skills

### ACADEMIC HISTORY

**Ho Chi Minh City University of Economics and Finance| 2021-2025**

Logistics and supply chain management

- GPA 3.2
- Member of the Faculty of Economics Leader Organization
- 50% study promotion scholarship for 3 consecutive years (2020-2021, 2021-2022, 2022-2023)
- Certificate of Merit from the Principal for excellent academic **achievements for 3 consecutive years** in the 2021-2022 and 2022-2023, 2023-2024.
- Achieved the university-level "**Student of 5 Merits**" award Academic year **2022-2023 and 2023-2024**.

### WORK EXPERIENCE

**Data Entry Clerk – Freelance (11/2024-01/2025)**

Innovature BPO

- Update order system from supplier invoices (5000 orders)
- Classify invoice system of countries
- Confirm suppliers of all parties and delivery time
- Update order value and VAT

### **Customer service intern (09/2024-11/2024)**

Indo Trans Logistics corporation

- Update vehicle information on the system for customers.
- Support updating document information to the system.
- Support office work: stamping documents, scanning, photocopying documents, and signing documents.
- Support updating transportation booking information
- Handling and classifying shipping documents.
- Responsible for office supply requests: ordering and tracking supplies based on existing templates
- Collect and store documents (appendices, contracts, quotations, invoices, purchase orders, etc.)
- Perform office administrative work

### **Sales agent (06/2023-02/2025)**

GS25 Convenience Store

- Customer Service (Greeting and assisting customers, using SOP system to payments, resolving complaints, ...)
- Merchandise Management (Inventory control, arranging and displaying products, checking expiration dates, receiving and checking goods, updating prices, ...)
- Cleaning and Maintenance ( maintaining store cleanliness, equipment maintenance,...)
- Other Duties (Beverage preparation/fast food service, handling paper work and reports....)

## **SKILL**

### **Planning skills**

- Identify objectives, formulate detailed plans, and implement the plans to meet the established targets

### **Time management**

- Manage time effectively between studying and movement activities at the same time.
- Arrange time for event activities to take place effectively.

### **Problem-solving skills**

- In the event of complications, identify the core issue, perform a detailed problem analysis, and subsequently propose logical solutions

### **Office information:**

- Good use of applications: Excel, word, powerpoint, canva.

### **Language:**

- English: Intermediate Level
- Vstep B1

### **Comunication:**

- Strong communication, creating an atmosphere for everyone.
- Build positive connections with others

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## **CHARACTER**

- Careful and meticulous in data processing ensuring accuracy and efficiency in customer information management
- Listen, learn, proactively cultivate experience
- Responsibility for work
- Observation and problem analysis skills
- Good numerical skills
- Lively, honest and presentation skills