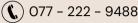


Nguyễn Thị Cẩm Tú

HR Assistant/Admin





💌 nguyenthicamtu241297@gmail.com

2432, Huỳnh Tấn Phát, Phú Xuân, Nhà Bè, TP. HCM

SKILLS

- Proficient in Microsoft Official: Excel, Word, Outlook
- Proficient in GE Software
- Skill in customer service *
- Time management skill *
- Good communication skill

CERTIFICATION

- * Certified in Microsoft Office Specialist (MOS)
- * TOEIC Certificate

EDUCATION

Economic Law

2015

Huflit University Graduated: November 2019

REFERENCE

Mr. Phan Hoang Vu (Vice Director)

(vu.phan@kad.com.vn



(∞) 090 − 256 − 0610

EXPERIENCE

KHA AN DECOR □CS Staff

2/2020 - 12/2020

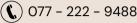
- Receive orders from Sale Department;
- Place orders on ERP, DMS software;
- Make sales invoices, delivery notes and manage e-invoices on BSC software:
- Receive and update requests for E-invoice from customers;
- Update report of E-invoice cancellation, Einvoice withdrawal;
- Order tracking; *
- Check, compare, close the Sales with the Accounting department monthly;
- Keep track of the amount of goods allocated; *
- Performing jobs related to warehouse rental and transportation services: contacting partners, receiving import and export information sent to relevant departments, monitoring and reporting data,...;
- Periodically coordinate with the warehouse keeper to finalize actual inventory data at the warehouses with the system and adjust the data on the system.



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REFERENCE

Mr. Nguyen Huu Tin (Supervisor Fumigation & PCO) (📞)Tin.Nguyen@sgs.com

∞ 096 – 8944 – 016

EXPERIENCE

SGS Vietnam Ltd.

□□Senior Administrator

- Prepared and processed travel expense reports for managers and inspectors.
- Drafted contracts for clients and ensured the accuracy of key contractual terms.
- * Sent quotations and reviewed critical contract clauses.
- Booked flights for sales staff and management.
- Audited and managed invoices, processed orders, and prepared quotations.
- Maintained and organized departmental records and documents.
- Procured departmental equipment and supplies on a monthly basis.
- Submitted monthly expense reports to upper management.
- Prepared all necessary permits for inspectors when conducting inspections for clients.
- Processed onboarding documents for new employees and updated the HR software.
- Carried out additional tasks as assigned by management.
- Served as a secretary in all departmental meetings.