



Nguyễn Thị Cẩm Tú

HR Assistant/Admin



☎ 077 - 222 - 9488

✉ nguyenthicamt241297@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, E-invoice 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.

3/2021 - Now

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.