

SKILLS

Academic Skills

Quick to grasp and eager to learn new things

English skills

Good in using overall English skills

Office software skills

Proficient in using Microsoft Office, especially in Word and Excel.

Dương Quốc Tú

Graduating with a degree in Logistics, I aim to utilizing my academic knowledge and work in a professional, dynamic, and challenging environment. With my passion, I aspire to contribute to the success of your company by applying my strong organizational, analytical, and problem-solving skills.

EDUCATION

University of Transport Ho Chi Minh City

Major in Logistics and Multi modal transport management

2019 - 2023

Good

GPA: 3.2/4.0

MLIT and SGH Foundation

INTENSIVE Course by MLIT and SGH Foundation

7/2022 - 8/2022

- Professional intern ship course
- Studying and Exchanging specialized knowledge with Sagawa Holding
- Visiting and learning directly from Sagawa VietNam warehouse

WORK EXPERIENCE



6/2024 - 2/2025

BuyNgon Joint-Stock Company

Shipping Inventory Coordinator

- Checking emails for tracking information to update orders in the ERP system. Resolving missing or overdue orders from the purchase date.
- Monitoring the status of shipments: Late in transit pending, late purchase partner - pending, late forwarder.
- Resolving canceled orders or unknown orders received by the US warehouse.
- Preparing orders and overseeing the order preparation process with BuyNgon warehouse staff.
- Preparing receipts VN tracking, creating invoices for customers.
- · Booking deliveries and monitoring the process of delivering goods to customers.
- Resolving tasks and addressing other issues.



11/2023 - 05/2024

Co.opmart Huynh Tan Phat Supermarkets



09/2022 - 01/2023

BLS VINA COMPANY LIMITED

Marketing and Customer Service Seasonal Staff

- Implementing Marketing Campaign base on the direction of Marketing Manger.
- · Completing Online Shopping Order from customer.
- Supporting Customer Service.

INTERSHIP IN BLS VINA COMPANY LIMITED

- · Documentation intern.
- Studying specialized knowledge about Logistics, especially in document.
- Daily checking email and update data, infomation about cargo, shipment into company's system.
- · Tracing cargo status.

OBJECTIVE

I am seeking a stable environment where I can grow and advance in my career over the long term. My goal is to continuously develop my professional skills and gain valuable experience.

INTERESTS

- · e-sports
- · Backpacking tourism
- Skateboarding

CERTIFICATIONS

2023

TOEIC 845/990

2022

MLIT Certificate

2020

Basic IT Applications Certificate

ACTIVITIES



2015 - 2017

Ho Chi Minh Communist Youth Union of Binh Khanh High School

School Youth Union Secretary

- Organized the spring volunteer campaign in Binh Khanh commune, Can Gio district in 2017
- Participate in the red phoenix flower campaign in 2016, 2017, 2018
- · Attend and support high school student union activities