



# VŨ THỊ QUỲNH NHƯ



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1District 9,Thu Duc City, Ho Chi Minh City

## EDUCATION

### International Business

Ho Chi Minh City University of  
Technology and Education

2021 – 2025

GPA: 3.3/4

## CERTIFICATIONS

TOEIC Listening and Reading:  
710/990

## SKILLS

- English communication
- Good at Microsoft Office/  
Google Workspace
- Critical Thinking
- Time management
- Teamwork

## ACTIVITIES

- "Spreading Love" Volunteer –  
Organized fundraising events for  
underprivileged children.
- "Active Learning – Passionate  
Volunteering" Program – Assisted in  
event planning and student  
engagement activities.
- University Club Activities – Organized  
member engagement events and  
facilitated networking at BimLab Club.

## CAREER OBJECTIVE

I strive to enhance my expertise in economics by gaining hands-on experience and contributing to business success. My short-term goal is to secure a full-time position to develop my skills further. In the long run, I aim to take on a managerial role where I can lead teams and drive impactful results.

## WORK EXPERIENCE

### Admin Intern

Jan2025 – Mar2025

ABB AUTOMATION AND ELECTRIFICATION (VIETNAM) COMPANY LIMITED

- Assist with scheduling, document management, and meeting minutes.
- Support internal event coordination and HR recruitment tasks.
- Manage administrative records and ensured smooth office operations.
- Support event organization for 50 client attendees.
- Worked with suppliers to provide according to the company's needs.
- Perform other assigned tasks, contributing to workflow optimization within the company.

### Logistics Intern

Jun2024 – Sep2024

Asian Cargo International CO.,LTD

- Enhance expertise in processing customs declarations using ECUS software.
- Accurately calculate taxes and product costs in compliance with Incoterms.
- Prepare key shipping documents: BL, SI, PL, CI, C/O... Draft professional emails for price negotiations and customer inquiries.

### Part-time Office Staff

Oct2023 – Jan2024

Dang Thien Quy CO.,LTD

- Assist colleagues with checking import and export document.
- Ensure accuracy and validity of information when creating and updating records.
- Coordinate with internal teams to track and manage document flow.