

# NGUYEN LAM MY TRINH



24/09/1997



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## EDUCATION

### NGUYEN TAT THANH UNIVERSITY

10/2015 - 10/2019

Food Technology

Grade: Good

## SKILLS

Communication

Basic Computer

Manage time

Team Work and Management

## PRIZES AND AWARDS

### OUTSTANDING EMPLOYEE

2020

Certificate of Achievement

TOPSMARKET AN PHU

### PARTICIPATED IN THE 21TH STUDENT SCIENTIFIC RESEARCH PRIZE EUREKA 2019

14/11/2019

Certificate

### BEST STAFF

2018

Certificate

CGV THAO DIEN

## LANGUAGES

ENGLISH- ELEMENTARY-TOEIC

## WORK EXPERIENCES

### TOPSMARKET AN PHU

02/2020 - 07/2022

#### Hygiene and Quality Specialist

- Checking food hygiene and safety at the store (such as: check product labels, check and ensure employees to practice with food safety regulations during work, records and update administrative document..).
- Preparing and checking product samples as required by the department/manager.
- Training for employees at store .
- Making reports at the request of superiors.
- Supporting with departments.
- Saving and following the import documents of products at the store.
- Reviewing contact of the vendors such as: pest control, chemical, cleaning service, consumable supplies, cleaning stuff, v.v)
- Responsing for manage food hygiene and safety records and updating food hygiene and safety documents when expired.
- Performing other duties by the management.
- Supervising the work of service vendor at the store.

#### Admin

- Working with vendors at the store.
- Writing and storage contracts at the store.
- Receiving documents and records, checking information of company and reporting to director.
- Ordering equipments , decorations, tools and receive quotes, update information and report to the director.
- Checking schedule, organize events, activities weekend,...
- Supporting operation and payment cost (such as: electric bill, water bill,...).
- Signing up for promotions when receiving from departments.
- Reporting data and processes, data analysis the request of management

**ORION FOOD VINA., LTD**

12/2019 - 1/2020

**SUP PG**

- Marketing products/ promotions to customers and small businesses.
- Supporting in finding additional PG staff part time at store/ roadshow when needed.
- Reporting data, price list and sending the pictures after products is refill for manager.
- Filling goods according to FIFO principle.
- Checking the shelf-life products and the defective goods to be returned to the company/ the correct price list every day.
- Supporting with PG needs to refill goods at the store/supermarket and the customer service department when there is a request from the customers, cleaning up the shelves.

**CGV THAO DIEN**

2017 - 2018

**Service Team Leader**

- Supporting information for customer on promotion, operation progress, good deal form CGV
- Collecting customer's idea or complaints to improve the service
- Leading team to have highest customer satisfaction; checking and managing the quality of good; ensuring to reach target proposed
- Reporting team revenue target to Cinema Manager, selling status based on season.
- Supporting with checking movie tickets before the customers go into the theater and cleaning up the theater after screenings, selling ticket/popcorn and soft drink for the customers.

**HIEN CYNTHIA STORE ON THE PHAM HONG THAI STREET, DISTRICT 1, HCMC**

2016 - 2017

**Staff - part time**

- Taking care of the customer.
- Consulting and selling clothes (dress, clog, dookside, shirt, miniskirt,...).
- Cleaning up shelves at the store.
- Performing other tasks by manager.