






V U L E T R A M A N H

F O O D S E R V I C E C A T E G O R Y S T A F F

CONTACT

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-  Ho Chi Minh City
-  1997

EDUCATION

Bachelor of Logistics and Multi-modal Transportation Management

Ho Chi Minh City University of
Transport
2016 - 2021

CERTIFICATION

The Intensive Course on Logistics Operation and Networking

held by MLIT of Japan, SGH
Foundation and
HCMC University of Transport
2019

SKILLS

- Office Informatics
- Communication
- Teamwork
- Document management
- Problem solving

ABOUT ME

A highly organized and detail-oriented individual with experience in procurement coordination, vendor communication, and documentation management, and an academic background in Logistics and Supply chain. Eager to apply analytical skills to make data-informed purchasing decisions that align with organizational goals.

EXPERIENCE

Customer service staff

FAST SERVICES TRADING CO. LTD

Oct 2021 - Feb 2022



- Respond promptly to customer inquiries via phones, emails
- Coordinate with other departments to process customer orders
- Acknowledge and resolve customer complaints

Estimating staff

MARINA LANDSCAPE VIETNAM CO. LTD

June 2022 - Jul 2024



- Receive, collect, organize, update, and store project documents
- Analyze project documents to prepare accurate cost estimates
- Contact the supplier to obtain material quotations
- Coordinate with project team to prepare for a review bid

Shop assistant

BOBBY BREWERS COFFEE

BOBBY ★ BREWERS

Aug 2024 - May 2025

- Handle customers inquiries and complaints
- Collaborate with team members to deliver exceptional service
- Manage inventory tracking, reorder and coordinated with suppliers when needed
- Evaluate vendor pricing and recommend sales rates
- Submit daily reports to manager and conduct monthly inventory audits