



NGUYỄN THỊ KIM XUYÊN

FOOD SERVICE CATEGORY STAFF

ABOUT ME

Goals are the motivation to make efforts and try, for work and orient my career future, I always define for myself a plan to be able to aim for the best goal, the plan will help me go faster to my goal. However, I will always seize opportunities, allow myself to be exposed to many different environments to understand what I want and need the most, sometimes a new direction will be a better start.

CONTACT

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Birth date: 29/11/2003

AWARDS AND CERTIFICATION

- **Top 3th** in the creative idea contest "**UEF Students 2021**"
- **Top 3th** student **scientific research topics** achieved at faculty level in **the 2024-2025 school year**
- Certificate of commendation for being an **outstanding union officer of the school in the 2022-2023, 2023-2024 2024-2025 school year**
- Certificate of completion of **Logistics import-export training series**, and scholarship for **Onex-Logistic courses**
- Promising Award for the Youth Union Cadre Competition with good knowledge and skills

ACADEMIC HISTORY

- Ho Chi Minh City University of Economics and Finance| 2021-2025**
- Logistics and supply chain management
- GPA 3.22/4.00
 - Diploma of Good
 - Member of the Faculty of Economics Leader Organization
 - 50% study promotion scholarship for 3 consecutive years (2020-2021, 2021-2022, 2022-2023)
 - Certificate of Merit from the Principal for excellent academic **achievements for 3 consecutive years** in the 2021-2022 and 2022-2023, 2023-2024.
 - Achieved the university-level "**Student of 5 Merits**" award Academic year **2022-2023 and 2023-2024**.

WORK EXPERIENCE

Sales Coordinator and Merchandiser Staff - Sae-A Vietnam (11.2024-07.2025: Short-term contract)

- Consolidate and report progress for product development phase
- Manage order transportation and monthly payment on internal ERP
- Monitor and inventory sample goods
- Perform order transportation management and service process control to ensure progress
- Coordinate with internal departments to complete each phase

Customer Service Intern - Indo Trans Logistics Corporation (11.2023-04.2024)

- Establish transportation plans and control transportation costs for partners
- Update transportation information and manage and track each business's operating indicators on the internal system
- Synthesize transportation cost reports for responsible staff
- Process and classify transportation documents
- Use the Transportation Management System (eTMS) to coordinate routes and process large data in Excel

Data Entry Clerk - Innovature BPO (1-year Freelance)

- Update order system from supplier invoices (5000 orders)
- Classify invoice system of countries
- Confirm suppliers of all parties and delivery time
- **Update order** value and VAT

Sales agent - GS25 Convenience Store (06/2023-02/2025)

- Customer Service (Greeting and assisting customers, using SOP system to payments, resolving complaints, ...)
 - Merchandise Management (**Inventory control**, arranging and **displaying products**, checking expiration dates, receiving and checking goods, updating prices, ...)
 - Cleaning and Maintenance (maintaining store cleanliness, equipment maintenance,...)
 - Other Duties (Beverage preparation/fast food service, handling paper work and reports....)
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SKILL

Planning skills

- Identify objectives, formulate detailed plans, and implement the plans to meet the established targets

Time management

- Manage time effectively between studying and movement activities at the same time.
- Arrange time for event activities to take place effectively.

Problem-solving skills

- In the event of complications, identify the core issue, perform a detailed problem analysis, and subsequently propose logical solutions

Office information:

- Good use of applications: Excel, word, powerpoint, canva, Google Sheets, Google doc

Language:

- English: Intermediate Level
- Vstep B1

Communication:

- Strong communication, creating an atmosphere for everyone.
 - Build positive connections with others
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CHARACTER

- Careful and meticulous in data processing ensuring accuracy and efficiency
- Listen, learn, proactively cultivate experience
- Responsibility for work/ Work independently
- Observation and problem analysis skills
- Good numerical skills/ Sensitive with data
- Lively, honest and presentation skills