

THẠCH TIỂU MẪN

ADMINISTRATION STAFF - RECEPTIONIST

PROFILE

- 0931 817 018
- manthach2002@gmail.com
- https://www.linkedin.com/in/manthach060402/
- Pistrict 6, Ho Chi Minh

SKILLS

LANGUAGES

English, Languages

FORMATTING DOCUMENTS

Word, Google Docs

COMMUNICATION

Mail, Verbal

HONORS & AWARDS

2024

Excellent student of Chinese -English Language major

OBJECTIVE

A highly organized and detail-oriented individual with office administration experience who wants to help a dynamic office environment run smoothly and efficiently. I want to use my strong communication, problem-solving, and multitasking skills to help administrative operations and improve workflow procedures. Eager for professional development while providing outstanding service and contributing to the organization's long-term success.

WORK EXPERIENCE

LOGISTIC DATA ENTRY INTERN

Jan 2024 - May 2024

Pyramid Logistics Vietnam

- Input logistics data into databases, software systems, and internal platforms with accuracy and efficiency.
- Assist in organizing and filing key logistics documentation, including shipping manifests, bills of lading, customs documents, and other relevant paperwork.
- Update and maintain records related to transportation and warehouse management, ensuring up-to-date and accurate information.
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- Learn and familiarize with logistics software tools such as TMS (Transportation Management System), WMS (Warehouse Management System), and ERP (Enterprise Resource Planning) systems.

TEACHING ASSISTANT

July 2023 - Present

Vietnam-USA Society English Centers (VUS)

- Assisted teachers in delivering lessons by managing classroom activities and supporting students with their learning needs.
- Helped prepare teaching materials and monitored student progress through regular assessments.
- Provided one-on-one tutoring for students who needed additional assistance, ensuring they kept up with the class.
- Organized and led interactive activities to enhance student engagement and English language development.
- Developed strong communication and problem-solving skills by interacting with students from diverse backgrounds and addressing their individual learning challenges.
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EDUCATION

BACHELOR OF LANGUAGES - MAJOR IN CHINESE - ENGLISH LANGUAGE

2020 - 2024

Ho Chi Minh City University of Foreign Languages and Information Technology

GPA: 3.0/4.0

CERTIFICATIONS

Sep 2024 Test of English for International Communication (TOEIC)

Sep 2021 Hanyu Shuiping Kaoshi 4

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