

NGUYEN HOANG MINH THO

Administration Staff - Receptionist



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SUMMARY

Bachelor’s degree in International Business with nearly one year of experience in operations and related fields. Experienced in sourcing efficient vendors, placing orders, handling deliveries, and processing payment documents. Proficient in managing and storing documents, photocopying, sending and receiving mail, supporting events, managing meeting rooms, and performing other administrative tasks

EDUCATION

Ho Chi Minh City University of Foreign Languages and Information Technology – HUFLIT 2020 - 2024	<ul style="list-style-type: none">● <i>International Business</i> With Outstanding advantages:<ul style="list-style-type: none">• Secretary ranked Good for 4 years• Student Policy Scholarship (2020-2021, 2022-2023); KEB HANA Scholarship (2022); Thanh Son Scholarship (2024)
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SKILLS

Microsoft Office; Basic English Communication; Problem-Solving; Learning Spirit and Work Responsibility; Work Independently and Proactively; Work Under High Pressures; Teamwork Spirit; Time Management and Organization; Willing To Work Overtime

WORK EXPERIENCE

GS25 VIET NAM 08/2024 - 12/2024	<ul style="list-style-type: none">● <i>Procurement Executive</i> Supported in arranging meetings with partners, scheduled meetings for the manager, and met new suppliers directly to offer products Received and processed purchase requests from departments (MD, I&C department) Sourced new suppliers, requested quotations and compared prices Negotiated (pricing, materials, payment terms) and proposed suitable suppliers Placed orders and coordinated with other departments to ensure compliance with procurement procedures and contract terms (based on project requirements) Monitored payment progress, contract deadlines and built relationships with suppliers
CENTRAL RETAIL 08/2023 - 1/2024	<ul style="list-style-type: none">● <i>Operation Intern</i> Made payment records for suppliers, utilities, business trip expenses,... of the supermarket Monitored employee business travel schedules, handled borrowed taxi cards, processed travel allowance claims Coordinated with the accounting department to adjust payment-related documents Managed and stored documentation (payment records, contracts, POs, documents) Sent/Received mail from suppliers and supermarkets Regularly monitored outstanding debts and contract deadlines to ensure smooth operations Supported in checking office supplies and equipment for the office and supermarket monthly orders Supported in organizing team events such as birthdays, anniversaries,...
CT LOGISTICS 05/2023 - 07/2023	<ul style="list-style-type: none">● <i>Documentation Intern</i> Learning knowledge of export documentation processes and customer requirements Prepared Booking Note, HBL, MBL, and invoices under direct guidance

CERTIFICATE

06/2023	Microsoft Office Specialist (MOS)
06/2023	TOEIC 605 (LR)