



# NGUYEN HOANG QUYNH DUNG

## FOOD SERVICE CATEGORY STAFF

### ABOUT ME

I graduated in International Business from the University of Economics Ho Chi Minh City with a solid foundation in trade, marketing, and supply chain management. Academic projects helped me develop analytical thinking, problem-solving, and teamwork skills. I am especially interested in merchandising and category management, focusing on how product selection, supplier collaboration, and inventory control enhance performance. With eagerness to learn and responsibility, I seek an opportunity to apply my knowledge, gain hands-on experience, and contribute to the company's success

### SKILLS

- Proficient in office software: Word, Excel, PowerPoint, Canva
- Basic English communication (mainly reading and writing)
- Adaptability and ability to work under pressure
- Effective planning and time management
- Problem-solving and analytical thinking
- Strong teamwork and independent working skills

### ACTIVITIES

#### UNILEVER VIETNAM VISIT

- Learned about production and operations at a multinational FMCG company. Experienced professional work environment and corporate culture.

#### WORKSHOPS

- "Get Ready For The Internship" by IBC Association of UEH
- "SEM – The Art of Digital Marketing" workshop

#### SPRING VOLUNTEERING 2024

- Organized fundraising, logistics, and volunteer activities to support underserved communities in Ho Chi Minh City.



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District Tan Binh, Ho Chi Minh City



### EDUCATION

#### UNIVERSITY OF ECONOMICS HO CHI MINH CITY (UEH)

- Major : International Business (2021 - 2025)
- GPA: 3.62 / 4.0

#### AWARDS

- First Prize - Scientific Research
- "Research on sustainable cosmetic consumption behavior among students in Ho Chi Minh City" (Awarded by the International Business - Marketing Union, University of Economics Ho Chi Minh City)



### CERTIFICATES

- IC3 Digital Literacy Certification (10 - 2023)
- TOEIC : Score 885 (08 - 2023)



### EXPERIENCE

#### DOCUMENTATION INTERN

SAVINO DEL BENE VIETNAM

09 - 12/2024

- Managed import documentation, including system entry, customs manifests, vessel tracking, and issuance of arrival notices, invoices, and Delivery Orders (DO), with accuracy and timeliness.
- Adapted quickly to a high workload, handling 3-5 shipments simultaneously while maintaining efficiency and meeting deadlines.
- Monitored and gained insight into the collaboration between Accounting and Sales teams in resolving operational issues such as quantity discrepancies and customs procedures.