



# LIÊU THỊ PHƯƠNG HOÀNG

LOGISTICS ASSISTANT MANAGER

## PROFILE



com



Go Vap District, Ho Chi Minh  
City

## SKILLS

POSITIVE THINKING SKILL

CROSS FUNCTIONAL  
COORDINATION

ABILITY TO WORK UNDER  
PRESSURE

ADVANCED ANALYTICAL  
THINKING SKILLS

PROBLEM SOLVING SKILL

ABILITY TO MULTITASK

ABILITY TO WORK  
INDEPENDENTLY

## OBJECTIVE

I am a very positive, caring and sociable person, keep in mind of providing best service with cost effectiveness. In next five years, I want to be an expert in my area of specialism.

## WORK EXPERIENCE

### CS + DOC OPERATION STAFF

2010 - 2013

#### NISSIN LOGISTICS (VN) CO., LTD

- Send/ receive Pre-alert to/from oversea agents and follow up.
- Contact shipping lines/ airlines/ co-loader to place booking for outbound.
- Create SI/HBL/HAWB/TLX HBL, send SI, VGM for outbound.
- Create job, key billing for shipments in charge on internal system.
- Monitor shipments, communicate with drivers and clients to ensure smooth operations and resolve any issues or delays.
- Follow up customers shipping plan, keep updated the vessel schedule per weeks/months.
- Provide customers with booking confirmation, quotation, Debit note.
- Daily track, trace and keep informed to customers/ agent if any notice of delay.

### LOGISTICS EXECUTIVE

2014 - 2018

#### NISSIN LOGISTICS (VN) CO., LTD

- Handle sea/air export shipment, especially Frozen Food, Steel, Aluminum, Switch...
- Getting estimated shipping data (Cartons number, Carton size, Gross weight, volume,...) from Shipper/ Manufacturer, get booking from Shipping lines or Forwarding team, making shipping instruction, VGM...
- Prepare and verify export documents (e.g., commercial invoice, packing list, Bill of lading, Certificate of origin, Health Certificate, Phytosanitary...)
- Strong knowledge in preparing Certificate of origin with VCCI and MOIT, all kinds of CO form.
- Coordinate with trucking vendor to ensure cargo arrived at Port of loading on time, avoiding early drop-off time at port because of Frozen cargo.
- Strong knowledge of export processing procedures for Frozen seafood, make Customs settlement report yearly.
- Handle sea/air import shipment of Frozen Beef, Frozen Pork, Rice, Sake, Processed Food, Electronics goods.
- Be familiar with Health Certificate, Export Quarantine, Conformity, Quality Inspection, TCVN, QCVN.
- Monitor shipments in real-time and address any delays or issues that may arise.

### LOGISTICS ASSISTANT MANAGER

2019 - 2025

#### NISSIN LOGISTICS (VN) CO., LTD

- Strong knowledge of customs regulations, import/export operations, international business, sea/air transportation.
- Receive booking request from customer, send request to oversea agent.
- Follow up with oversea agent to be updated shipment progress until it's delivered to POL as schedule and update consignee accordingly.
- Obtain origin freight charges/ schedule when needed. Make quotation.
- Check and complete shipping documents. Record and handle import/export shipments on the system.

TEAM LEADERSHIP

GROUP DECISION MAKING

GOOD TIME MANAGEMENT

ENGLISH

I USE ENGLISH AS A MAIN  
LANGUAGE IN MY DAILY WORK.

CHINESE

I USE CHINESE IN MY PERSONAL  
LIFE WHEN CHATTING WITH MY  
TEACHERS AND MY FRIENDS.

- Prepare shipping documents (Invoice, Packing, Contract, CO, Health Certificate...), executive in Food import procedures.
- Prepare Self-conformity, understand ISO, TCVN.
- Control and manage customs clearance tasks, import license and deliver cargo smoothly.
- Cross check Debit statement from related service providers, connecting with Accounting Dept. to follow up payment to be made on time.
- Be active to timely solve out any problems.
- Being the linking bridge for information transacted correctly between shipper/oversea agent & consignee.
- Negotiate with oversea agent to get the best cost freight.
- Participate in meetings with start-up companies or new customers to take note their business, their products, then propose a logistics plan, send quotation.
- Support the Manager in training and guiding the team on complex tasks.
- Take the lead on handling new accounts and complex shipments.
- Assist in the professional development of team members.
- Make weekly/ monthly report to the Manager.

## EDUCATION

**BACHELOR OF INTERNATIONAL BUSINESS** **2006 - 2010**

**HO CHI MINH CITY UNIVERSITY OF INDUSTRY**

rank: good

**BACHELOR OF ENGLISH LINGUISTICS** **2009 - 2015**

**VNUHCM - UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES**

rank: good

## HONORS & AWARDS

**2018** Employee of the Year

**2021** Appreciation over 10 years

## CERTIFICATIONS

**2010** BACHELOR OF INTERNATIONAL BUSINESS

**2015** BACHELOR OF ENGLISH LINGUISTICS

**2009** 3kyu degree in Japanese

**2025** Completion of HSK3 Chinese Program