



Nguyen Khoa

CONTACT

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EDUCATION

Hoa Sen University
Bachelor Degree in
International Business

LANGUAGES

Vietnamese
(IELTS 5.0) English
Chinese

SKILLS

Microsoft Office
Word, Excel, Power Point

System - Data
ERP- Enterprise Resource
Planning
CIEL- Distribution and
Warehouse Management
System

Basic Design
Adobe Photoshop
Adobe Illustrator
Premiere CC
Canva
Power Point Infographic

My full name is Than Nguyen Dang Khoa, 22 years old.
Passion for learning International Business and Marketing
Advanced skill in design.
Aggressive - Meticulous - Well Organized

WORK EXPERIENCES

NAM PHUONG FOUNDATION

Jul 2016 - Now

Ambassador - Corporation Fundraising
Duties:

Support organization for annual activities.
Organize campaigns for fundraising : FunRun For Charity and
Art performance (Flashmod FunRun 2017, VietDay 2018)
Connect and communicate on social media channel:
Facebook, Zalo, etc to contribute for charity with texting
"KTNC" send 1404.

Television show : <https://www.youtube.com/watch?v=xGVMxWwlgH0>

KUEHNE + NAGEL VIETNAM

Aug 2018 - Dec 2018

Warehouse Administrator - Contract Logistics
Duties:

- Input and update data accurately in CIEL system, assure the unification between system and physical inventories.
- Supervise and coordinate unloaded inbound shipments
- Prepare Ex-import documents for customers
- Verify required inbound/outbound paper work with drivers, ensuring that all products are properly counted.
- Maintain good relationship with customers and subcontractors.
- Conduct operation in line with SOPs, working instruction.

Basic Digital Marketing

Facebook Ads
Google Ads
Google Analytics



Photograph

DSLR

POONG IN TRADING., LTD

Mar 2018 - Jul 2018

Merchandiser Assistant- Production Department

Duties:

- Support: Trim, Fabric and Technical Design to follow up garment sample & accessory assuring line schedule input on time for fashion brands (Ann Taylor, LOFT, Lou&Grey, etc)
- Analyse & appreciate colors of fabric on XRITE machine
- Control & make payment on ERP system for materials
- Make documents & packing (garments, documents, fabric, accessory) and send to sample factory, contractors and apparel agent by DHL, ADP express

SSE FINANCIAL CLUB

Jul 2016 - Jul 2018

Branding Department

Duties:

- Manage club's fanpage
- Write content for recruitment, update information and financial knowledge
- Support design print ads and organize finance-based workshop for Hoa Sen student
- Support in marketing for internal competitions in Banking and Finance faculty.

COURSES & CERTIFICATIONS

Custom Clearance by SaiGon Newport company
Internation Payment by Viet Thanh Cong company
Foreign Trade by SaiGon Newport Company
Logistics study tour to Mekong Delta by SaiGon Newport Company

HONORS & AWARDS

" Sinh Viên 5 Tốt" movement by Hoa Sen University
Union Of Student in 2017
Endeavour Scholarship 2015, 2016 and 2017
" Sinh Viên Tích Cực " in "Sinh Viên 5 Tốt" movement by
Hoa Sen University Union Of Student in 2016
Excellent Sevice at the Faculty of Economics and
Commerce, academic year 2015-2016