

# LE VAN QUANG

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## EDUCATION

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**Foreign Trade University TP. HCM**

**Sep 2021 - Jan 2025**

*Bachelor of International Economics*

- GPA: 3.16/4.00
- Supply Chain Management: 8.8/10
- Business Analytics: 8.8/10
- The Theory of Probability and Mathematical Statistics: 10.0/10.0

## WORK EXPERIENCE

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**Revive International Production - Trading Company Limited**

**Jul 2024 - Dec 2024**

*Logistics & Customer Service Intern*

### Logistics Operations:

- Coordinated with suppliers and freight forwarders to ensure timely shipment and delivery of goods.
- Assisted in preparing shipping documents (Bill of Lading, Packing List, Commercial Invoice) and ensured compliance with export-import regulations.

### Customer Service:

- Responded to customer inquiries via email and phone, providing information about order status, delivery schedules, and after-sales support.
- Resolved customer complaints efficiently by collaborating with internal departments and maintaining a positive client relationship.

## SKILLS & LANGUAGES

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Data Analysis Tools: SQL, Excel, Power BI, Python (intermediate)

Microsoft Office Suite: Word, Excel, Power Point (upper-intermediate) with MOS Certifications

Languages: Vietnamese (native), English (intermediate)

Soft skills: Presentation, Problem solving