



NGUYEN THI THAO

PROFILE

I am an energetic 24 years old girl seeking a suitable job and opportunity where I can apply my knowledge and skills for continuous improvement. My life motto is "Great effort makes great success".

INFO

- 16/08/1995
- 0326072966
- nguyenthaoht@gmail.com
- 23/10C Bui The My, Tan Binh

SKILLS

- English language - Intermediate
- Japanese language - Beginner
- Ecus 5 - Vnaccs
- Fast (Freight Assistance SystemTechnology)
- Word, Excel, Outlook

PERSONAL SKILLS

- Hard working
- Time management
- Teamwork
- Fast learner
- Multi-tasking

EDUCATION

COLLEGE OF FOREIGN ECONOMIC RELATIONS **2014-2017**

MAJOR IN BUSINESS ENGLISH

EXPERIENCE

INTER ART SAIGON CO., LTD

AUG 2019 - PRESENT

- Check draft documents related to importing materials and furniture
- Estimate Local charge, Import Tax, Trucking fee for Marketing Dept
- Follow up payment to Logistics companies
- Contact suppliers for production and shipping schedule of export projects
- Support QC Team in checking furniture at factories
- Supervise loading products into containers

THIEN PHU WELDING MESH CORP

NOV 2018 - MAR 2019

- Receive product orders from clients/sales department and prepare quotations
- Draft contracts and provide related documents
- Upload product information to E-commerce B2B websites

H2O LOGISTICS CO., LTD

AUG 2017 - OCT 2018

- Prepare and check documents for any mistakes
- Perform Customs declaration for import and export shipments by using Ecus5 - Vnaccs software
- Arrange truck to deliver the cargo to customer's warehouse
- Issue Debit Note of handling costs for each shipment
- Check Customs procedures, inland transport freights

QUALIFICATIONS

- Office informatics level B
- Customs professional certificate