

NGUYEN CAO NHA

Life Philosophy: "The better The change, The better The development"



✉ nguyen.caonha1995@gmail.com

☎ +84 968 257 247

📍 357/18 Le Quang Dinh, Binh Thanh, HCMC, Vietnam

📄 S ngcnha

⚙ Skills & Competences

Analytical & Numerical Skills:



Logical & Critical Thinking:



Overall & Detail Orientation:



Adaptability & Flexibility:



Leadership & Management Skills:



📄 Languages



Vietnamese English Mandarin

📄 Certificates

- Certificate of Completion for Planning & Organization Skills – Young Talent, issued by INSEE Vietnam.
- Certificate in Recognition of the Successful Completion of "YOUNG TALENT PROGRAM 2018", issued by INSEE Vietnam.

👤 References

- Mr. To Khoa Truong
Distribution Manager – INSEE VN
Contact: 0909 988 456
- Mr. Pham N. Anh Kiet
Transport Superintendent – INSEE VN
Contact: 0903 344 968

📁 Working Experience

Siam City Cement Vietnam Company Limited

07/2018 – Present

INSEE Concrete Department

Transport Supervisor

12/2018 – Present

Manage 67 trucks and 112 drivers of the company and Transport Contractors:

- Cost Controlling: oil supply, toll fee and internal transfer.
- Operations: truck arrangement, drivers' behaviors & performances and trucks' readiness & safety.
- Training: course planning, training organization and evaluation.
- Payment: make payment about cartage fee, outsourced HR and GPS service.
- Contractor Management: 3 transport vendors, 1 HR service vendor and 1 GPS vendor.
- System Management: be a master user of GPS to cooperate with vendor.
- Incident Investigation: investigate incidents about trucks and drivers.
- Vehicle and Traffic: risk assessment, manage Contractor Safety Management records about trucks and drivers.

Graduate Development Program / Distribution

07/2018 – 12/2018

Work in Centralized Distribution Service team:

- Operations Management: conduct the truck scheduling and distribution plan to ensure the SLAs and cost efficiency.
- Customer Services: contact clients to conduct the timely distribution due to limited resources and the SLAs.

Achievements:

- Control the cost of oil supply is always under 70% of the budget.
- Be included in Succession Plan for Concrete department.

HSBC Bank Vietnam Limited

02/2017 – 06/2018

Operations Assistant / Payment Services

- Check documents of Overseas Outward Transactions for corporate clients.
- Contact indirectly to Client Service or directly to Clients for pending cases.
- Clear pending Custom Declarations for Pre-Payments.
- Write monthly reports about remittances for the State Bank of Vietnam.

Achievements:

- Cooperate with IT to build 2 tools about searching documents and reporting.

🎓 Education

University of Economics Ho Chi Minh City Vietnam

2013 – 2017

- Major in International Business with a GPA of 7.8/10.
- Concentrate: Operations & Supply Chain Management and Logistics.