



NGUYỄN NGỌC TRÂM

Staff

09/12/1996

Female

0936638399

ngoctramnnguyen4879@gmail.com

Hoang Quy, Le Chan, Hai Phong

SKILLS

Office

Public Speaking

INTERESTS

- Play ukulele, guitar
- Movie



HỌC VẤN

VIETNAM MARITIME UNIVERSITY

Major: Maritime Law and Insurance

GPA: 2.74/4

2014 - 2019



WORK EXPERIENCE

BASKIN ROBBINS TRAN PHU - HAI PHONG

Team leader - Part time

08/2016 - - 11/2017

- Selling ice - cream, solving problems
- Making daily, monthly report
- Support all team
- Reach the target

AVIVA INSURANCE

Secretary Manager - Full time

04/2019 - 07/2019

- Making insurance draft, insurance policy. Support Manager and team
- + Training, recruitment
- + Support selling product, solving problems
- Manage, store document, profile, etc..
- Communicate information to team

LG ELECTRONICS - HAI PHONG

Supply Chain Management - Full time

08/2019 - 10/2019

- Making export report
- Making shipment plan for D+1, W+1
- + Take request from HQ, set up new plan base on request
- Follow shipment: make sure can ship goods as much as possible
- Support Korea supporter: translate, explain, find the way to solving issue
- Jobs are assigned

SOFT SKILLS

06/2014 - 02/2015

- Strong management & leadership skills through the time of being a team leader, secretary.
- Strong organization skills, ability to organize social events.
- Good communication skills, ability to communicate effectively that aims to improve teamwork and efficiencies in decision-making, problem solving.
- Experience in working with Microsoft Office (Word, Excel, PowerPoint, Outlook...)
- Quickly adapt to working environment, enthusiastic & willing to learn attitude.
- Working overtime, working under pressure



ACTIVITIES

VIETNAM MARITIME UNIVERSITY

Volunteer

2014 - 2017

- Member of VietNam Maritime University Volunteer 2014 - 2016
- + Member of Media team for Tet Sinh Vien Event 2014-2016
- + Photographer, Photos Editing



CERTIFICATIONS

- TOEIC Certificate: 615
- KOREAN: Primary
- MOS: EXCEL/WORD

2019