



PERSONAL INFORMATION

 02-05-1993

 Nữ

 nguyenthidieu25@gmail.com

 0935563357

 Hung Vuong street, Cu Jut
District, Dak Nong Province

OFFICE INFORMATION TECHNOLOGY

Word 

Excel 

PowerPoint 

Outlook 

ENGLISH

Listening 

Speaking 

Reading 

Writing 

HOBBY

Reading book
Studying language
Travel

NGUYEN THI DIEU

ADMINISTRATIVE STAFF

CAREER TARGET

Looking for a position which help me express myself and my ability, also work for a long time.

EDUCATION

08/2012-08/2016

SAI GON UNIVERSITY

BACHELOR OF LAW (Specialize International Trade Law)

EXPERIENCES

06/2016-03/2019

ASSISTANT TO OFFICE MANAGER (Sales Department)

TARGET AGRICULTURE VIETNAM, LTD

Drafting contracts and related documents for foreign customers: France, Germany, USA, Thailand, Sri Lanka... in English.

Drafting contracts in bilingual for factories.

Prepare order records and track the status of each order for customers: Shipping schedule, records Contract documents, invoice, packing list, label...

Translate documents from Vietnamese to English and vice versa.

Check legality of documents.

Sharing the necessary information of the order to the relevant departments.

Organize and store files by hard and soft files.

Keep track of guest payments.

Supporting and doing sale admin task

Drafting Rules for company departments.

In charge of Timekeeping

Weekly and monthly reporting to Manager and President.

Other tasks when was requested by manager.


04/2019-03/2020

ASSISTANT TO DIRECTOR

CASAWINES TRADING AND SERVICES COMPANY LIMITED

Drafting contracts and related documents for customers in bilingual.

Monitor the work schedule and work of the director.

Joining with Director in customer meetings, attend  behalf of Director to attend meetings with customers when Director returns USA.

Customer care and Horeca sales channel.

Organize and store files by hard and soft files.

Weekly and monthly reporting to Director..


Other tasks when was requested by Director.


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 TDP4, EATLING, CƯ JUT, ĐẮK NÔNG

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EXPERIENCES

12/2021-11/2022

LEAN SUPERVISOR

TKG TAEKWANG VINA INDUSTRIAL

Set up target for Team activity & follow up
Develop Lean proliferation plan & work with related team to proceed the plan
Develop training plan for Team member and supervisor level
Check and adjust plan/ schedule for suitable with situation
Discuss, share, communicate and get agreement for proliferation plan
Proliferate Lean tools to shop floor
Work with team and shop floor team to carry out kaizen activity
Give ideas or suggestion to team member's lean proletarian
Coaching team members to proliferate Lean activities and support them
Check & follow up proliferation progress versus plan with team members
Make progress report and share to VT Lean team and production team
Communicate with shop floor management for improvement progress plan
Check & follow up improvement progress and status in shop floor
Organize training to team members about lean knowledge
Conduct training Lean basic to shop floor.

07/2023 - 09/2024

EXPORT & IMPORT STAFF

NGON COFFEE COMPANY LTD.

Preparing contract for Customers (Export, Deem Export and Domestic).
Following the shipment from beginning to dispatch with Managers and relevant department (Production, QC, Store, ...)
Communicating and update shipment status for Customers.
Following Booking and schedule to dispatch shipment.
Arranging trucks to pick up container.
Preparing documents to dispatch shipment: Invoice + Packing List, Stuffing to submit Certificate Of Analysis; Goods Issuing Cum Internal; ...
Coordinating to Clearance Agent for Customs declaration.
Preparing documents to submit C/O.
Issuing VAT invoice for Export, Deem Export and Domestic.
Following dispatched shipment with forwarder to make payment Local charge and VAT invoice.
Recording and updating Daily report, Monthly report and Yearly report for Managers.
Following Receivable and Payable

Following new Import shipment from Purchase Department and coordinate with Clearance Agent to complete procedure and receive shipment...

Other tasks when was requested by manager.