



NGUYEN HOANG TRUNG

EXPORT & IMPORT MANAGER



Phone



Email



Address

164 Vo Van Kiet Street, Ward Nguyen Thai Binh, District 1, Ho Chi Minh City, Vietnam

MY EXPERTISE

- Knowledge and skills of using MS Word, Excel & Power Point. ●●●●●
- Flexibility and adaptability to new environment. ●●●●●
- Communicating and persuading skills. ●●●●●
- Teamwork, coaching and development skills. ●●●●●
- Analyzing, planning and decision-making skills. ●●●●●
- Customer-service skills. ●●●●●

PROFILE INFO

Project and daily operation management are my favorite responsibility. I am a man who is always looking for job satisfaction and joy in relationships with colleagues. Even though I am not perfect, I believe what I am doing will perfect me day by day.

My Language

- English ●●●●●
- Spanish ●●●●●

EDUCATION HISTORY

**Bachelor of Commerce
(Entrepreneurship)**

RMIT International
University Vietnam

**Postgraduate Degree of
Social Science & Humanity**

Queen Mary University UK

WORK EXPERIENCE

GlassEgg Digital Media

Game Producer – Project Leader

Undertook a gaming project to build the game “Need For Speed” for Electronic Arts.

Created and executed project work plans and revised as appropriate to meet changing needs and requirements.

Identified resources needed and assigned individual responsibilities.

Managed day-to-day operational aspects of a project and scope.

Reviewed deliverables prepared by team before passing to clients.

Effectively applied methodology and enforced project standards.

Prepared for engagement reviews and quality assurance procedures.

Minimized exposure and risk on project.

Ensured project documents are complete, up-to-date, and stored appropriately.



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MY REFERENCE



Mr. Nguyen Van Thiep

Citylight Electric Trading Ltd / CEO



Mr. Nguyen Huu Anh Hao

GlassEgg Digital Media /
Senior Producer

WORK EXPERIENCE

Citylight Electric Trading Co., Ltd

2016-Current

Export & Import Manager

Supervise daily business situation and manage the inventory to decide the quantity and quality of needed goods.

Prepare import & export documents based on the business plans.

Contact and coordinate with customs officers as well as forwarding agencies to ensure the shipments are imported/exported successfully.

Manage the process of transporting goods from the port to the warehouse.

Research and analyze the market, understand customers' needs to find out new potential products.

EXTRA CIRRICULAR ACTIVITIES

Vice - President of RMIT Vietnam Business Club

Cooperated with club's Project Leaders to organize many events, such as Marketing Challengers, Teacher's Day, Graduation Night, Career Week, Team Building and Charity Event.

Coordinated and advised Project Leaders to remain focused on tasks.

Prepared proposals, sought sponsors, established budgets, implemented marketing campaign, sales campaign, and managed processes for events.

Recruited and trained members in order to facilitate all departments of the Business Club

ACHIEVEMENTS

Gold Certificate for participating as Student Ambassador for RMI Student Recruitment and organizing Career Week 2010.

Diamond Certificate for organizing Marketing Challengers 2011.

Outstanding Certificate for organizing Graduation Night and Teachers' day 2010.