

NGUYEN THI HUONG



Contact:

Phone #:

Email:

Address:

B10.13 (IRIS TOWER) Hoa Binh Apartment, Binh Hoa 13 Street, Binh Hoa Ward, Thuan An City, Binh Duong.

Language:

1. English communication well for 4 skills (listening- speaking-reading-writing).
2. Basic Chinese.

Skills:

- MS Word
- PowerPoint
- MS Excel
- Management team
- Communication Skills

About me:

After 13 years working at Shyang Hung Cheng company & 3 years worked at Mezzo Collection. With the ability to learn quickly and diligently, I think I am suitable for the position the company is recruiting. I firmly believe that I will contribute to the development and success of your company. Working in a professional, stable environment with opportunities for advancement, thereby helping me develop myself and fulfill my goal of becoming a good employee of your company.

Education:

- **SOUTHWEST ASIA INTERMEDIATE TECHNICAL ECONOMIC SCHOOL (2005-2007).**
- 1. Intermediate level accounting
- 2. Information technology A.
- 3. Foreign language B

Work experience:

3 Years for Purchasing, accounting.

Mezzo Collection

- Placed order for sewing materials.
- Timekeeping and salary calculation for workers at the garment factory and sales staff at the store.

. 13 Years work at Shyang Hung company

3 Years for Developer Footwear

- Received the BOM from PDM sys.
- Finished BOM on time and pass all information to all relate dept.
- Work with purchasing team, sample room, upper tooling, Bottom, PCT, Crispin, SOP, PDM, FMCA, Lab team.
- Follow up the entire project which until finished sample and sent to HQ in Germany.

10 Years for Payment Dev accounting team leader

- Support and assign daily job for team members.
- Management did the payment and report weekly, monthly to boss.
- Discuss with purchasing team to get the best condition term between factory and supplier.
- Resolve problems that arise with purchasing orders and suppliers.
- Check the debt with suppliers.
- Checking, follow up payment schedule and support team members when have the problem.

