



TRAN NGOC BAO THU

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OBJECTIVE JOB

- ❖ Stable job, long term cooperation
- ❖ The job compatible with ability, passion and education
- ❖ Competitive working environment
- ❖ Opportunity to show the ability to contribute and dedicate
- ❖ Expected salary: 750USD

STRENGTH

- ✓ Having skill at solving problem, arranging time and planning own tasks.
- ✓ Teamwork and customer orientation
- ✓ Good communication, organization, proactive, and multi-tasking skill, presentation skill.
- ✓ Systematic thinking.

EDUCATION HISTORY

2015-2019 **HCMc University of Foreign Language and Information Technology**
Major: International Business Administration
Degree: Bachelor
GPA: 2.94/4.0
2012-2015 **Nguyen Thuong Hien High school**
GPA: 8.5/10

EMPLOYEE HISTORY

2019-2021 (3 years) **Un-Available UK Co.,ltd** - Add: 26 TTN17, Tan Thoi Nhat ward, District 12, HCMC
Field: Garment manufacturing
Position: Planner cum Merchandiser
Responsibility:

- Planning materials to fulfill stock on time in order to ensure the operation flow smoothly
- Scheduling plan for samples, material (as fabric, trims, ...) inputs, pre-production stage to final packing step.
- Following up the orders until they reached to customers from beginning step to final one.
- Forecasting capacity of supply chain based on customers' demand
- Supporting and assisting COO in terms of reporting and managing data, cost.
- Sampling and doing all fabric and trims development
- Preparing purchase orders, and following shipping status.

CERTIFICATIONS AND SKILLS

English: TOEIC 775 scores – fluent speaking and writing
Computer: MOS Word – MOS Excel
Power point – Outlook
Power BI