



# UYEN NGUYEN

## ABOUT ME

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

## SKILLS

Problem solving

Detail oriented

Good presentation

## INTERESTS

Travelling

Work out

Reading books

Explore new things

## CERTIFICATES

**TOEIC** (OCTOBER 2020)

TOEIC - 760 POINTS

**KOREA (TOPIK I)** (20/05/2021)

## CONTACT

✉ phuyen1196@gmail.com

🎂 11/11/1996

📍 8/1a/27 quarter 6, Ho Nai Ward, Bien Hoa City, Dong Nai Province

☎ 0973529410

## EDUCATION

**HUFLIT UNIVERSITY**

2014 - 2018

**Business Administration**

Bachelor degree - Average good

## WORK EXPERIENCES

**TAEKWANG VINA INDUSTRIAL JOINT STOCK COMPANY**

3/2020 - Now

**PROJECT MANAGER**

- Manage the development of assigned products in collaboration with Nike Kids partner and technical teams.
- Leading functional team- Pattern/Chemical engineer/ Lab/ Production team to create products.
- Main communication channel between factory and Nike
- Ensuring effective transition of footwear design into samples and production while ensuring the material selection, development timeline, product shipment timeline
- : Keep tracking team weekly meeting update file for helping to maintain the project plan and notifies team members about the need to finish project as schedules.
- Prepare presentation to welcome clients when they visit the factory.

## REFERENCES

**Federico Bestiani - Founder & CEO**

***Bestiani Engineering Co.,Ltd***

Phone: 0904215929 |

Email: federico@bestiani.com

### ORDER TO CASH ADMINISTRATOR

3/2019 - 2/2020

#### Nestle Vietnam Company Limited

- Receiving and pre-check Claim and Deduction documents from distributors
- Communicating with accounting team in Philippines to check and conduct the payment for distributors through their payment documents
- Issue sales invoice, make the minutes of invoice adjustment and ensure the minutes were signed on by customers
- Manage and store necessary documents for tax audit
- Work on SAP system to manage the products available for selling
- Collect customer's complaints about products and transfer information to QA department
- Internal audit as visit & check warehouse NDP with sales admin manager
- Other HR task: celebrate birthday for team members, make plan for team building.

### BESTIANI ENGINEERING COMPANY LIMITED

6/2018 - 2/2019

#### HR & ADMIN

- Support to matters relating HR, payroll, Visa, temporary card, payments in the company
- Arrange business trip for company staff
- Manage the Director extensive calendar, sorting and filtering requests for the Director's time while ensuring priorities are met in a timely manner
- Coordinate/assist to coordinate special events as required

## ACTIVITIES

### NESTLE CHARITY FAIR 2019

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#### Organization board

- Got more knowledge and real experience when celebrate an event with the size around 300 people.
- Learn the way to marketing, advertise the events to encourage all employee to join .

### H&M CLOTHING STORE & MC DONALD'S RESTAURANT

2015 - 2018

#### PART TIME JOB

- Joining the grand opening days of services/ hospitality industry, understanding how to set up a store, how to work in a team
- Communication skills
- Achievement: Best performance crew of the first quarter