

DANG THANH THUY

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A graduate of Business of Management (E-Supply Chain Management) at RMIT University with experience in HR, assistance and organizing events. With the excellent attitude in term of learning and working, I able to fulfill the work assigned. Moreover, gingerly in relationship, solution oriented and details oriented are the main elements that I concentrate in my career.

EDUCATION

- RMIT VN University - Bachelor of Business Management (E - Supply Chain Management)
- Being an Academic Star of Commercial Law and a Tutor of some Management and Supply Chain courses
- Achieved High Distinction in analyzing issues and proposing solutions for company regarding "information flow" issue
- HR Manager and President of RMIT VN CHESS CLUB

EXPERIENCES

Assistant to Customer Development Director (CDD)

THP Beverage Group
March 2017 - Sep 2017

- Supporting translation of the corporate meetings or other meetings as required by the CDD
- Receiving information in Vietnamese (emails, documents, meetings,...) and translate to English (part or whole) per CDD's requirements.
- Receiving and returning documents approved by CDD to relevant departments and process to next department (if any).
- Reviewing document needed CDD's approval: the content's signing is reasonable, complete information and additional documents as company's procedures.
- In charge of writing meeting minutes and weekly reports

Secretary / Sales Support Executive

N.A.G.O.Y.A Machinery Co., LTD
Sep 2017 - Now

- Responsible for making Sales Contract for the company. Monitor and negotiate commercial term with customers for company's benefits.
- Base on customer's requests or internal requirements, making inquiry to Japan and then doing Quotation.
- After receiving customer's PO, making PO send to Japan, then checking OC and tracking the shipment timeline to inform to Sales Executives.
- Calculating the selling price and updating the original price and selling price for Sales Department.
- In charge of input Sales target and Sales results every month in order to come out with the monthly report.
- Monitoring Invoice, Packing List and doing Import contracts for export process.

SKILLS

- Microsoft Office Suite: Word, Excel, Power Point and Outlook
- Google Application: Sheet, Doc, Calendar, Mail, Slides and Drive
- Time management, fast learning, problem solving skills and integrity.

REFERENCES

- Ms. Nguyen Thi Hoang Yen - Vice General Director (N.A.G.O.Y.A Machinery Co., Ltd) - 0908 211 377
- Mr. Bui Tam Cuong - Route to Market Manager (THP Beverage Group) - 0907 780 276

CONTACT

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