



# LE VAN DE

## Export Staff

To obtain a management position, in which I am given the opportunity to play a direct role in the unlimited growth and success of solid organization.

## EDUCATION

2012 to 2016

### FOREIGN TRADE UNIVERSITY

The Degree of Bachelor in  
International Bussiness

GPA 2.75/4

TOEIC 670

## RELATED SKILLS

MS, Excel, Power point, Outlook,...

Team working

Communication

Sales: Telesales, negotiate and  
persuasive customers

## OTHER SKILLS

Well – organized time management  
skill and proven problem solving  
skills.

Capacity of negotiation and  
representation.

Honest, friendly and really to  
learn new things.

## CONTACT

Address: Hamlet Minh Lac, Giao  
Chau commune, Giao Thuy district,  
Nam Dinh province.

Website: [www.linkedin.com/in/le-  
van-de-7a558b136/](http://www.linkedin.com/in/le-van-de-7a558b136/)

E-mail: [levande.ftu@gmail.com](mailto:levande.ftu@gmail.com)

Phone: 0987 865 496

## WORK EXPERIENCE

11. 2016 to 12. 2017

### PADMAC VIET NAM LIMITED LIABILITY COMPANY

#### Export staff

##### Job description:

Update and review all Sales contracts and PO in order to arrange  
required documents for shipments;

Contact with supplier for import information;

Follow shipping schedule;

Issue Certification Original for product;

Contact with FWD for export;

Process Daily Express: Contact with Express agent FedEx, DHL, OCS,  
Viettel Post to export product go abroad, received the quotation:

processes...to make the cost reduction requirement, price  
negotiation and feedback to venders about their request of cost  
increasing;

Prepare shipping docs to declare customs;

Coordinate with concern Departments in the company to smoothly  
handle in/out shipments.

04. 2016 to 10. 2016

### VNP GROUP – VATGIA.COM

#### Sales and Marketing

##### Job description:

Contact and promote company's products to customers;

Assess customers' needs, explain and demonstrate descriptions and  
purposes;

Finding potential customers, telesales, negotiation contract, explain  
service;

Making plan, combinate with Marketing department to process  
marketing customer's product. Monitor sale and promotion activities  
of E - commercial site Vatgia.com;

Support customers follow shop online in Vatgia.com, received order,  
contact transportation agents to deliver product;

Keep good relationship with old customers and find new customers.



SOCIALIST REPUBLIC OF VIETNAM

THE PRESIDENT OF

FOREIGN TRADE UNIVERSITY

has conferred

**THE DEGREE OF BACHELOR**

IN INTERNATIONAL BUSINESS

*(International Business)*

**Mr Le Van De**

Upon:

Date of birth:

03 March 1993

Year of graduation:

2017

Degree classification:

Good

Mode of study:

Full-time

Hanoi, 24 February 2017

Reg. No:

244.KDQT

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM

HIỆU TRƯỞNG

TRƯỜNG ĐẠI HỌC NGOẠI THƯƠNG

cấp

**BẰNG CỬ NHÂN**

NGÀNH KINH DOANH QUỐC TẾ

*(Kinh doanh quốc tế)*

**Ông Lê Văn Đệ**

Cho:

Ngày sinh:

03-03-1993

Năm tốt nghiệp:

2017

Xếp loại tốt nghiệp:

Khá

Hình thức đào tạo:

Chính quy

Hà Nội, ngày 24 tháng 02 năm 2017

**HIỆU TRƯỞNG**

TRƯỜNG  
ĐẠI HỌC  
NGOẠI THƯƠNG

Số hiệu: 1376537

PGS.TS Bùi Anh Tuấn

Số vào sổ cấp bằng: 244.KDQT