

CURRICULUM VITAE

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Educational Background

- 9/1995 - 3/2000 **Hanoi Foreign Trade University**
 - **Bachelor of Economics - International Trade & Development**
- 3/2000 - 6/2000 National Economic University (NEU) – Hanoi, Vietnam & Economic Science Association of Vietnam – Hanoi
 - **Certificate of Accounting**
- 4/2009 - 5/2009 AITC International Training & Consultancy
 - **Certificate of Management Skills and Teamwork**

Objective

- Seeking for **a position with challenges, opportunities and promotions in the international organization** with more friendly and multicultural working environment.

Relevant Outstanding Achievements

- Project of Open New Property – Somerset Central TD Hai Phong city is successfully competed thanks to strong supports from POP (Pre-Opening Process) members especially Purchasing Team.
- In three years (2006-2008), the training activities have gradually become one of the main business sectors with the total turnover from **about 100 million VND to 700 million VND**
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Key qualifications

- Ten-year experience of start-up, capacity building and international trade practices (customs clearance, import/export permits, tax-exemptions procedures, forwarding procedures) as well as administrative and financial functions.
- Good command of written and spoken English and Vietnamese and (TOEIC – 795 points). Japanese languages: N2-N3
- High level interpersonal and communication skills, good relationship building skills.
- High attention to details, strong capacity to work efficiently in a fast-paced working environment with high accuracy.

- Strong capacity to work independently as well as in teams, ability to work under high pressures with many tight deadlines with limited supervisions & instructions.
- Sound proficiency in using basic computer programs including but not limited to Microsoft Words, Excel, Access, Outlook Express/Microsoft Outlook, Internet Explorer.... plus strong touch-typing skill.
- High flexibility and adaptability plus 'can-do' attitude and 'willing-to-learn' spirit.
- Excellent problem-solving and strongly-proven negotiation skills.

Employment Record

2013 – 2015

The Ascott International Management, Vietnam

Senior Purchasing Executive- Team Leader/Finance Division

- Prepare and implement the annual procurement plan for all procurement activities needed by the project;
- Manage the process of the selection and employment of project consultants according to project Procurement Plan and Consultant Guidelines.
- Set up and maintain an effective monitoring and recording system on procurement, ensuring compliance to standards and procedures and positive audits.
- Review and update Procurement Plan on an annual basis for submission to headquarter as needed.
- Provide on-going guidance on procurement procedures to project stakeholders as needed.

2011 - 2012

Norwegian People's Aid Vietnam

Logistics cum Administrative Officer

- Design & modify Templates & Forms for Procurement Process and apply them in daily office operations.
- Map Process for Procurement & Equipment Management (using Microsoft Visio) strictly in accordance with HO guidelines & policies.
- Perform all local & international procurements in Hanoi Country Office.
- Supervise all local procurements in the field offices and manage all assets & inventories system in both Field Offices & Country Office.
- Compose Logistics (including Procurement activities) Procedures, policies & handbook in accordance with general Head Office's guidelines and also meet the actual requirement/demand from Country Office.

Achievements

- NPA Logistics TechBase (based on Microsoft Access & InfoPath) has already well developed and showed more advantages and friendly-user interface than Team & Department Inventories List in Excel Worksheet format

2003 – 2011

Center for Non-destructive Evaluation, Ministry of Science & Technology

Training Manager cum Project Coordinator

- Work as the VIE/RAS Project Coordinator including monitoring, coordinating and implementing projects regarding to all training services and activities.

- Make all arrangements, administrative supports, logistics & visa entry supports for all international training courses, meetings, workshops, seminars, professional visits & others as needed.
- Establish, build reliable & confidential relationships & make contacts with clients, customers, suppliers, trainees, government bodies and other related partners.

2001 - 2003

Hangchau Pharmaceutical Company Limited

Administrative & Purchasing Executive

- Draft & compose quotations, orders, procurement contracts & other business correspondence in both Vietnamese and English.
- Prepare all documents ready for payment procedures with domestic & foreign suppliers.
- Translate catalogues and technical documents (instruction manual) from English into Vietnamese.
- Prepare all documents to make the customs clearance and handle the difficulties in customs clearance if necessarily.
- Contact with forwarding agents and book spaces for all consignments in Hangchau.
- Seek the new suitable foreign suppliers/manufacturers on Internet if necessarily.