**Curriculum Vitae - Nguyen Minh Duong**

**PERSONAL INFORMATION**

Full Name: Nguyen Minh Duong DOB: July 7th, 1989

Current address: Hiraki-cho 3-7-302, Nishinomiya-shi, Hyogo, Japan.

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**EDUCATION**

2016 – 2018 **Kwansei Gakuin University, Japan**

Master of Business Administration - GPA 3.65/4

2007 - 2011 **Hanoi University, Vietnam**

Bachelor of Business Administration - Top 15%

**WORK EXPERIENCE**

*2012 – 2015 TAYDOLONGAN MATERIAL JOINT STOCK COMPANY, Ho Chi Minh, Vietnam. CEO Assistant*

* Managing multiple projects as assigned by CEO related to diverse lines of business such as manufacturing, human resource and sales,
* Travelling South Vietnam to take care of customers, then developing winning selling strategy to each ones,
* Being in charge of searching for qualified suppliers,
* Preparing, reviewing and translating commercial contracts,
* Consulting the board of committee upon human resource activities: new recruiting process, new salary scheme, and lay-off.
* Achievement: Gained essential business management skills for a SME.

*2011 – 2012 TOYOTA MOTOR VIETNAM Co., Ltd, Vinh Phuc, Vietnam. CKD Group Member, Production Plan Department:*

* Making up production plans and then ordering car parts from mainly Thailand and Japan based on sales forecast,
* Controlling imported containers arrivals to the factory,
* Controlling inventories: checking inventories regularly, clearing parts in stock for run-out models and preparing for new models’ parts ready in warehouse.
* Achievement: Learnt how to overcome language barrier at manufacturing environment and crucial working style.

**SKILLS**

* Adaptability and Flexibility
* Attention to Detail
* Project Management
* Independence and Initiative
* Teamwork

**LINGUISTIC PROFICIENCY**

* Vietnamese: Native
* English: Advanced (IELTS 7.0)
* Japanese: Daily Conversation (N3)

**EXTRACURRICULAR ACTIVITIES**

* 2016: Participating in Global Top Leader event at Kwansei Gakuin University as a speaker.
* 2010: Taking part in UCHANU class: the University of California’s Education aboard Program in Hanoi University studied contemporary Vietnam issues. Job interview project published in a book named “It’s a living – work and life in Viet Nam today” by NUS Press, 2013.
* 2009 – 2011: Founder of Duong Noi Student Club: through social activities to help student growth and to support community at immediate living area.

**ABOUT ME**

* Have a high sense of responsibility.
* Be willing to work at weekends due to urgent tasks.
* Be enthusiastic, faithful, open-mined, adaptive and resourceful.
* Interest: Anthropology, Social Activities, Swimming, and Reading.

**REFERENCES**

Available upon request.