**CURRICULUM VITAE**

**PHAM THI NGOC TOAN**

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| **PERSONAL DATA**  Name: Pham Thi Ngoc Toan  Date of birth: 22/9/1989  Gender: Female  Marital status: Married  Present address: No 32, 140/48 lane,Dong Thien street, Vinh Hung ward, Hoang Mai district, Ha Noi city  Mobile: 0904.153.089  Gmail: [ptnt989@gmail.com](mailto:ptnt989@gmail.com)  Duty desired: Customer service/ Export-import Document  Expected salary: $5000/ month without allowance. | **ch 60** |

**CAREER OBJECTIVE**

* Working in a multinational company to improve my English and working experience
* Learning more knowledge in the studying field and having opportunity of promotion in career.
* Developing my capabilities under high pressure working environment.
* Having knowledge of method of internatinonal payments and transportation.

**SKILLS**

* Have English skills.
* Good problem solving skill.
* Teamwork spirit and independent working skill.
* Adaptable to competitive working environment of high pressure.
* Good computer skills: Word, Excel, outlook, and Internet.
* Having ability to typewrite quickly.
* Good communication skill.

**EDUCATION**

Viet Nam Maritime University (Bachelor of Sea Transport Economic 2007 – 2011)

I had been well trained about import-export, shipping operation, port operation, logistics,…

Certificates: English, MS Offices

***EMPLOYMENT HISTORY***

1. ***From 9/2011 to 3/2013:***

Working as an Operation staff at Phuong Nam Joint Stock Company

Key Responsibilities:

* Get stock raising / lowering cont. Enter data into Software.
* Monitor schedule, planning, command vehicle to drive the tractor's trailer, vehicle tracking on GPS software
* Make truck- using plans, make orders for truck when needed, tracking routes of the cargo.
* Quote freight to customers.
* Switch commands, bet cont in the lines, select the container in yard.
* Payment of such costs: DO, THC, Cleaning on shipping container
* Doing the work of administrative office: incoming, outgoing transfer, fax incoming / outgoing, ...
* Responsible for tracking entry, and inventory of goods that customers send in stock/ warehouse.
* Calculate storage fees, postage meters, cranes fees monthly hoisting customers.
* Export warehousing bills, issue TAX invoice

1. ***From 5/2013 to 2/2014:***

Working at Khai Minh Global at Ha Noi office, as an operation of LCL room,it is a forwarder, business logistics services

Key Responsibilities:

* Responsible for send cargo receipt, picture, and answering customer questions about shipments.
* Release and sent booking note to custormer,
* Book slot/container with the shipping, check ETD/ETA and shipping schedule.

1. ***From 03/2014 to now:***

I’m working at T.H.I. group Vietnam Co., ltd as ***Sales logistics***. it is a forwarder, business logistics services.

Key Responsibilities:

- Search customer information.

- Develop sales and market their respective fields….

- Contact with carrier to book space and send booking note to customer.

- Meet and maintain a relationship with sales’s lines/ Carriers.

- Take care existing business.

- Negotiate, discuss with customers the prices contract terms.

- Addressing timely, fast inquiries, customer complaints or trouble.

- Check contract, invoice, packing list, CO and cfm to shipper/ consgnee.HH

**HOBBIES**

I am a responsible and creative person and I always try to work efficiently. I draw a line between work and pleasure, working hours and leisure time. I prefer to spend my time with my friends. My favorite way of spending time is listening to music, traveling, camping trip with my friends and relaxing in the open air.