

CURRICULUM VITAE

PERSONAL INFORMATION



Full name: **NGUYEN THI BICH LY**

Date of birth: 20/10/1992

Place of birth: Phu Yen Province

Address: 818/12A Xo Viet Nghe Tinh Street, Ward 25, Binh Thanh District, Ho Chi Minh City.

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CAREER OBJECTIVES

- Work in a professional environment and appropriate specialty.
- Work in fields of Logistics.
- Become a professional worker who can fulfill any tasks of the jobs and gain more business relations, work experiences and enriched career.

CHARACTERISTICS

- Sociability and extraversion.
- Good adaptability.
- Be able to stand high pressure and carefulness.
- Eagerly learn new things.
- Enthusiastic, cautious, hard-working, honesty, creativity and responsibility.

EDUCATION

2010-2014: Study at University of Economics and Law, Ho Chi Minh City Vietnam National University.

- Major: Foreign Trade.
- GPA: 8.34
- Good at subjects: International Transportation and Insurance, Logistics, Foreign Trade Techniques.

Scholarships and Achievements:

- Scholarship for Excellent student by the University of Economics and Law 2011, 2014.
- Scholarship for Outstanding poor student by Phu Yen Study Encouragement Society 2011, 2014.
- Scholarship for Outstanding poor student by the University of Economics and Law 2012 and 2013.

- First Prize of Student's Science Study for topic "Assess the level of Job Satisfaction of Vietnamese's students in paid-internship in Singapore" by the University of Economics and Law.

SOCIAL ACTIVITIES

- Awarded the title "Sinh vien 5 tot 2013" by Ho Chi Minh City- Vietnam National University for 5 aspects: Academics accomplishment, Ethics, Physical fitness, Skills and Integration.
- Certificate of "Chien si Gioi" for excellent contribution in "Mua he xanh 2012".
- Work for Student Association as a Leader of Class: Planning and organizing activities for members in class.
- Work for Board of Director of Chinese UEL Club, MC for "Chinese's Party 2012".

SKILLS

- Good Communication and Presentation Skill.
- Strong Teamwork Skill.
- Ability to work under pressure and meet tight deadlines.
- Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook, Internet).
- Eight-finger typing ability.
- Good English Skill with Certificate of TOEIC 740.
- Elementary level of Chinese.

WORK EXPERIENCES

- From 01/2014 to 03/2014: Three-month internship experience in MLC-ITL Logistics:
 - Work at CS & DOC Department: Handling of customer enquiries and requests, update Customer Profile in the system, make BL, DO, E-manifest, Debit note,...
 - Work at OPS Department: make custom declaration, liquidation at port, ...
 - Work at Sales Department: find new customer, send quotation to customer,...
- From 04/2014 to 07/2014: Three-month working experience in Oriental Logistics & Distribution:
 - Make quotation and persuade customer using logistics service.
 - Follow shipments: inland trucking, making declaration, make cargoes on board.
 - Contact with others department to solve trouble if any.

REFERENCE

Mr. Nguyen Duy Quang – Lecturer at UEL, CEO of OVERSEAS KEY CO., LTD

Phone number: 090 8822 689

Email: quangnd@uel.edu.vn

Mr. Phan Vinh Nguyen – Sales Manager, MLC-ITL Logistics Co., Ltd.

Email: nguyen@mlc-itl.com