



SKILLS

Management Skills

Communication, Negotiation,
Organizing, Leading, Planning

IT Skills

Microsoft Office Suite:

Advanced Microsoft Excel
Advanced Microsoft Word
Proficient in Microsoft Powerpoint & Outlook

SAP:

Leasing information input
Update and summarise working days
for all employees
Creating the expenses+ asset PR (Purchase
Requisition) and PO (Purchase Order)

1C, ANSUITES:

Input information of goods purchased
Input all shipments information

EDUCATION

National Economic University

Bachelor Degree Graduate
2012 - 2016

School of Banking and Finance

Specialization: Corporate Finance
GPA: 3.69/4.00

School of Accounting

General Accounting
Certificate of Completion

LANGUAGES

Vietnamese
English

AWARDS

Scholarship for Excellent Students

2014, 2015: National Economics University

Specialist of the Year

2019: Vinhomes Joint Stock Company

WORK EXPERIENCE

Logistics Executive

An Thanh Bicsol Singapore Pte Ltd
Sep 2020 - Current

- Executing day-to-day commercial operational activities of supply chain; logistics activities with sales department, accounting, forwarders, suppliers, banks in Singapore: UOB, HSBC, OCBC, SCB ...;
- Handling high workload volume up to average over 21000MT plastics material per year, 50 shipments with LC per month in peak time;
- Reviewing import and export Letter of credit (LC) and request amendments if required, preparing shipping documents to banks under LC terms without discrepancies;
- Ensuring accuracy and timely preparation of all shipping document.
- Updating and keying all shipment information on company's internal system;
- Dealing with feedback, queries, claims and complaints from customers positively
- Supporting all other ad hoc activities assigned by the supervisors, managers (supported over 100 shipments from Vietnam team);
- Training new staff regarding Letter of Credit (LC) procedures..;
- Familiar with 3PL shipping, trading models;
- Researching new procedures in order to benefit the company;

Procedure Control Executive

Vinhomes Joint Stock Company – Vingroup
June 2018 - June 2020

Leasing Contract Specialist:

- Consulting and signing Partnership Agreement directly with Vinhomes Apartments / Villas Owners with an average 3-4 contracts per day;
- Perform contracts and related documents (Appendix, Minutes, Tax announcement, Management fee) processing, Liaising directly with Accounting Department, Sales Departments, Legislation Department...
- Managing Leasing Information in SAP with 6 Property Projects, around 700 Apartments;
- Being in charge of Department hotline and mail box;

Administrative:

- Be responsible for Expense, Asset PR PO in SAP;
- Implement and checking working days for Department in SAP;
- Liaising with HR, Training Department about events, training classes...
- Managing Department assets;

Import-Export Executive

Midomax Vietnam Joint Stock Company
December 2016 - March 2018

- Maintaining strong partnership with suppliers in South East Asia and China so as to gain potential sales lead and generate sales volume;
- Perform order processing, documentation and permit declaration;
- Liaising directly with Forwarders about quotation for shipping agents;
- Making international payment, LC with bank; Tracking order process
- Facilitating and ensuring smooth operation on product movement and shipment with customers, operation department vessel agents;
- Efficient and accurate archiving of Import-Export documentations.

Direct Sales Agent – Intern

Australia And New Zealand Banking Group Limited (ANZ)
June 2016 - December 2016

- Securing potential sales lead through telesales/cold-call
- Attending to customers' after sales queries.

General Accountant – Intern

New Berry CO. LTD
March 2016 - June 2016

- Assisting Accountant for 2 companies
- Preparation of monthly financial schedules and reports for management review.