**CURRICULUM VITAE**



**PERSONAL INFORMATION**

Full name:

Sex:

Date of birth:

Address:

Email:

Mobile number :

**PHAM DINH CUONG**

Male

01/10/1991

No 57 Alley 105-Bach Mai- Hai Ba Trung- Ha Noi

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**CAREER OBJECTIVE**

* Long-term objective: Long-term work, dedication and continuous efforts to benefit the business and succeed for themselves.
* Short-term objective
  + Be in the right position to assert and maximize self capacity
  + Do all the work assigned.
  + Accumulate experience, improve your soft skills and career skills.
* Working guideline "Serious, smart and effective". The standard of work and expertise combined with flexibility, creativity, and adaptability to the job are always key to success.
* Do not stop learning, improve knowledge, learn from experience in all fields and be ready to seize every opportunity to develop a career..

**WORK EXPERIENCE**

* **04/2015-04/2019: Lotte Vinatrans Global Logistics Vietnam Co., Ltd. (17th Floor, Vinaconex Building 9, Pham Hung, Nam Tu Liem, Hanoi)**

**Position: Customs team leader**

**Key responsibility**: Performing the tasks of logistics department and customs procedures such as checking the suitability of export documents, import and export procedures, customs declaration On the Ecus5 Vnacss software system, work with the field and customs department to clear the shipment, work with government agencies, inspection and quality control units to The procedures for applying for licenses, declaration of pre-substances, chemicals, inspection certificates, inspection of conformity, standard conformity, conformity assessment, quality evaluation, quarantine, fumigation and labeling of energy

**Achievements**: proficiency in operations, import and export procedures, clearance procedures, permits, certificates of inspection, quality inspection ... of goods of various types of business, processing Export, export processing. Consult procedures for export and import of goods to customers accurately, quickly, effectively. Firmly grasping customs laws, import-export tax laws and relevant legal documents. Experience in working with large international clients, especially Korean companies such as Samsung, LG, …, working in Customs of Ha Noi, Noi Bai, Hoa Lac, Vinh Phuc, Bac Ninh, Thai Nguyen, Ha Nam, ...

* **11/2013-03/2015: Viet Dutch International Joint Stock Company (69 Tuu Liet, Quoc Bao, Van Dien, Thanh Tri, Hanoi)**

**Position: Import-Export Staff**

**Key responsibility**: Performing the duties of the import-export department such as drafting, checking import-export documents, contracts, customs documents, declaring and working with the customs office for customs clearance. to work with state agencies to carry out plant quarantine procedures, issue certificates of origin (C / O) for goods lots, create vouchers for payment of goods lots, work with transportation, shipyards, banks to carry out orders, shipments, track and check the status of orders, payment ....

**Achievements**: proficient professional, import and export procedures. Proficient in cargo clearance procedures in Ha Noi and Hai Phong. Proficient in applying for C / O, quarantine, fumigation for goods. Proficiency in international payment procedures ...

**EDUCATION**

Graduated from National Economics University majoring in International Trade.

Official system: 2009-2013

Graded fairly

Certificate: Finance - National Economics University.

Certificate: Business Administration Association of Vietnam Village

English: Level B and English major International Trade

**SKILLS**

**Work independently or in groups**

* Know how to organize your work in a scientific way.
* Can work independently or cooperate with many people.

**Good communication:** Seriously at work, listening and speaking at the right time.

**Specialized skills:** Business administration, international trade, import-export, customs, business negotiation, international payment .

**Use Microsoft Office:**

* Proficiency in office tools: Microsoft Word, Excel, Power Point ...

Ability to write professional slides on Power Point, good presentation skills

**Use Internet / Email**

* Ability to find information on the Internet well.
* Use email with fluency