

# RESUME

## CONTACT INFORMATION

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## PERSONAL INFORMATION

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**Birthday:** July 26<sup>th</sup>, 1991  
**Degree:** Bachelor  
**Foreign language:** English

## OBJECTIVE

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I willing to take the initiative, accepts challenges and adapt to new or added responsibilities with ease.

## ACHIVEMENT

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Nominees of best employee of Marketing Can Tho Department in 2015.  
Contribution in successfulness of Doosan Heavy Industries Vietnam Project at Song Hau 1 Thermal Power Plant Project (660MW x 2) in 2017-2018.

## EDUCATION

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**2009 -2013**      **Can Tho University – Can Tho, Viet Nam**  
Bachelor in Economic (Major in Agricultural Economics)  
Good Degree. Specialized subjects including: Business administration, Marketing, Business and Finance, ...

## QUALIFICATION

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**2020:**              **Certificate in The Fundamentals of Digital Marketing** - Google Digital Garage  
**2017:**              **Certificate in Practicing in Accounting and Tax**  
(Medium and Small Enterprise) – Ho Chi Minh Economy University  
**2014:**              **Certificate in Informatics** – Level A - Can Tho University  
**2013:**              **Certificate in Participation for SPSS**  
(Statistical Products for the Social Services) – Can Tho University

## ONSHORE WORKING EXPERIENCES

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**Dec/2021 – Mar/2022**

Catering assistant

**Dnata Catering**

*Job description:*

- Plating foods into trays as of menu's requirements.
- Loading foods into carts as of Pre-set for airline services.
- Following up components with Kitchen team.
- Maintaining hygiene at working benches.
- Closing section.

**Oct/2021 – Dec/2021**

Grain handler

**Graincorp Operations Ltd ( Werris Creek, NSW)**

*Job description:*

- Monitoring of grain from truck to equipment and into storage, general cleaning of the workspace and the safe protection of the grain itself.
- Operation of bunker, silo, and weighbridge operation.

**July/2021 – Oct/2021**

Retail Assistant

**Sydney Fresh Seafood**

*Job description:*

- Customer services, selling seafoods.
- Taking deliveries, setting up, packing down, rotating stock.

**March/2021 – June/2021**

Full time

**Rasko linen service**

*Job description:*

- Sorting incoming laundry.
- Packing sheets, towels, clothing etc.

**Oct/2020 – Dec/2020**

Grain handler

**Graincorp Operations Ltd (Ouyen, Victoria)**

*Job description:*

- Monitoring of grain from truck to equipment and into storage, as well as general cleaning of the workspace and the safe protection of the grain itself.
- Operation of tractors, augers, and hopper.
- Weighbridge operation.

**May/2020 - Oct/2020**

Casual worker

**Mildura Fruit Company**

*Job description:*

- Inspection citrus's quality to ensure the requirements.
- Labeling and packing citrus for shipments beside.

**Jan/2020 - April/2020**

Casual worker

**OZ Blueberry Holdings Pty Ltd**

*Job description:*

- Picking and packing blueberry according to the purchase orders.

**May/2019 - Dec/2019**

Casual worker

**OZ Fresh Herbs & Produce**

*Job description:*

- Picking and packing edible flowers, vegetables, and herbs according to the purchase orders.

## OFFSHORE WORKING EXPERIENCES

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**May/2017 – Dec/2018**

Document Controller  
(Construction Dept)

**Doosan Heavy Industries & Construction Co., Ltd**

*Job description:*

- Handling document system in Construction Department.
- Preparing administrative reports.
- Translator and interpreter.

**Sep/ 2016 – Feb/2017**

Sales Admin

**Gia Dinh Trade Investment Co., Ltd**

*Job description:*

- Processing administrative activities.
- Collecting money from selling and deposit to bank.

**May/2017 – Sep/ 2018**

Sales Admin

**Sai Gon Liwayway Food Ind. Co., Ltd**

*Job description:*

- Handling administrative reports
- Processing sales and invoices, collecting money from selling and deposit to bank.
- Managing the area sales and taking care of customers.
- Communicating with sales team and key vendors.

**Oct/2009 – Feb/2011:**

Collaborator (Part time)

**DHG Pharmaceutical Joint Stock Company**

*Job description:*

- Take care current customers.
- Find new customers to expand the market.
- Assist Sales Manager.
- Daily/Weekly report on sales activities of assigned markets.
- Carry out market survey as assigned

## SKILLS

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**Management Skills:** Working procedures, making reports, controlling document system.

**Team - work:** Regularly work in group as the key.

**Negotiating Skills:** Negotiate with suppliers, advertisers, and customers.

**Marketing Skills:** Run events, consumer promotion, trade promotion, ...

**Computer skills:** Good keyboard skill, proficiency in Microsoft Office: Word, Excel, Power Point, Outlook, Dynamics Axapta 2012.

**Language** Capacity of using English in speaking and writing.

## REFERENCE INFORMATION

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- **Mr. Lee Han Soo**, Senior Manager, C&A Dept., Doosan Heavy Industries & Construction Co., Ltd. Email: hansoo.lee@doosan.com / Phone number: +8210 3231 1580