# CONTACT INFORMATION

RESUME



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# PERSONAL INFORMATION

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| **Birthday**: | July 26th, 1991 |
| **Degree**: | Bachelor |
| **Foreign language**: | English |

OBJECTIVE

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

# ACHIVEMENT

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

**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

**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

**Dec/2021 – Mar/2022**

Catering assistant

**Oct/2021 – Dec/2021**

Grain handler

**July/2021 – Oct/2021**

Retail Assistant

**March/2021 – June/2021**

Full time

**Oct/2020 – Dec/2020**

Grain handler

**May/2020 - Oct/2020**

Casual worker

**Jan/2020 - April/2020**

Casual worker

**May/2019 - Dec/2019**

Casual worker

**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.

**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.

**Sydney Fresh Seafood**

*Job description:*

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

**Rasko linen service**

*Job description:*

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

**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.

**Mildura Fruit Company**

*Job description:*

* Inspection citrus’s quality to ensure the requirements.
* Labeling and packing citrus for shipments beside.

**OZ Blueberry Holdings Pty Ltd**

*Job description:*

* Picking and packing blueberry according to the purchase orders.

**OZ Fresh Herbs & Produce**

*Job description:*

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

# OFFSHORE WORKING EXPERIENCES

**May/2017 – Dec/2018** Document Controller *(Construction Dept)*

## Sep/ 2016 – Feb/2017

*Sales Admin*

## Doosan Heavy Industries & Construction Co., Ltd

*Job description:*

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

## Gia Dinh Trade Investment Co., Ltd

*Job description:*

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

**May/2017 – Sep/ 2018 Sai Gon Liwayway Food Ind. Co., Ltd**

*Sales Admin 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

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