

A nimble and proactive person is continuously improving to become a fullstack developer to utilize my exceptional critical thinking skill as well as make a huge contribution into business by designing and optimizing processes.

EXPERIENCE

Purchasing Executive	Chan Tin Ltd, Co	Jan 2019 – Jun 2019
<ul style="list-style-type: none">• Sending enquiry for motorcycle and car lubricant to 6 suppliers in Dubai• Negotiating contract term and achieve 5% lower in agreed price• Working directly with Vietnamese forwarder for delivery good and custom clearance• Ensure good well delivered to 10 sale points		
Sales Logistics Intern	IPO Logistics Ltd, Co	Apr 2018 – Aug 2018
<ul style="list-style-type: none">• Contacting with more than 100 customers per week to introduce freight and custom service of IPO• Meeting with 3 potential customers per month to build relationship and advising them the best solution for their trouble/concern in International trade and logistics service• Being recognized as one of effective salesman by line manager after internship		
HR Intern	Novaon Digital Group	Nov 2017 – Feb 2018
<ul style="list-style-type: none">• Planning for 5 recruitment requests from leader per week• Screening more than 100 CVs and contacting with 20 qualified candidates per week for interview• Consolidating internal labor data to explore more insight such as reward scheme is working well or not in comparison with other companies in the same field, effectiveness of recruitment channels, ...• Conducting any other HR activities such as maintaining and updating internal database, onboarding new employees for their first week, ...		

ADDITIONAL ACTIVITIES

Participant	ULEAD Program 2017, HR Function	Oct 2017 – Apr 2018
<ul style="list-style-type: none">• Learning general knowledge about HR activities in business environment including recruitment plus employer branding, learning and development, performance assessment, and rewarding, ...• Find solution to improve Employer Branding of Unilever's Customer Development Department by a campaign to attract 5000 applicants for CD Fresh in 2018		
Organizer, Event Dept	Hult Prize 2016 at FTU Ho Chi Minh Campus	Oct 2016 – Jan 2017
<ul style="list-style-type: none">• Developing idea and conducting for Information Day of Hult Prize 2016, which attracted more than 200 students from more than 10 universities• Planning the content and assigning personnel of Training courses and workshops for 12 teams from semi-final round		
Member, HR Dept	Business Administration Club at FTU2	Sep 2015 – Dec 2016
Leader of Recruitment Team for 8th Generation <ul style="list-style-type: none">• Identify the pros and cons of the previous recruitment programs and decide to build new structure for club's recruitment process with 5 basic competencies• Reviewing 100 applications to determine who are selected for direct interview stage• Supervising team through teamwork round to find 32 candidates became our official members after our recruitment process		
Leader of Annual Bonding Trip 2015 <ul style="list-style-type: none">• Planning and organizing timeline, accommodation, transportation, personnel and other activities for the trip of 25 members• Delegating suitable tasks to each team members and ensuring their task completed in time-flow, dealing with any other arising problem to complete the plan in approved budget and time• Contacting with head of 4 departments to attract members joining the trip and promoting internal communication		

EDUCATION

Vietnam	Foreign Trade University Ho Chi Minh Campus	Sep 2015 – Mar 2019
International Business Economics – Bachelor – GPA: 3.32 out of 4		

ACHIVEMENT

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- Top 5 Unilever Future Leader League 2019