



Nguyễn Thị Phượng Hồng

Ngày sinh: 21/08/1994
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EDUCATION

2013 - 2017 **NGUYỄN TẮT THÀNH UNIVERSITY**
Major: Business English

ACTIVITY

12/2012 - 12/2016 **ENGLISH CLUB IN NGUYỄN TẮT THÀNH UNIVERSITY**
Member
I always participate in the programs of the club English as English's game, communicate with native people

WORK EXPERIENCE

01/2018 - Present **VIETHUONG FLAVOUR AND FRAGRANCE JOINT STOCK COMPANY**
Production Director Assistant
Translation to Production Director (PD) on site .
Receiving and answering customer's email.
Translating Vietnamese email to PD.
Preparing meeting to PD when the customer come to visit the factory.
Making the schedule for Auditor come to the factory when they come to audit.
Supporting PD&VFD (Vice Production Director) in an auditing process. I must know all procedures in production area which will be asked by Auditor.
Making CAP and checking SOP. Whatever the customer ask the factory, I need to make a report. After the factory is going to improve that I'll send back to the customer.
Anything else if it's relevant to my work or PD ask me.

02/2017 - 12/2017 **GOODTIME Co.,Ltd**
QA Assistant
Translation to QA manager.
Making daily garment report both quality and quantity.
Receiving and answering customer's email. Making a 5 checklist report.
Preparing meeting to QA manager when the customer come to visit the factory.
Making CAP and checking SOP. Whatever the customer ask the

factory, I need to make a report. After the factory is going to improve that I'll send back to the customer.
Anything else if it's relevant to my work or QA manager ask me.

CERTIFICATE

06/2016 Importing/Exporting Essentials

SOFT SKILLS

Technical -Experting at Word, Excel, Power Point

Japenese - The same N4 of JPLT

Communication - Fluent communication, negotiation skill
- Fluent english communication skill
- Good voice

HOBBIES

Reading comedy book
Taking part in martial arts club
Playing sport such as badminton, yoga, etc.