**THAI THI THAO**

**PERSONAL INFORMATION**

Date of Birth: 07th Jan 1994

Place of Birth: Dinh Quan – Dong Nai

Address: Area 80, Long Duc 1, Tam Phuoc commune, Bien Hoa city, Dong Nai province

Phone number: (84) 988517805

Email: thaithithao0701@gmail.com

**CAREER OBJECTIVES**

* **Short-term**: English communication, reading documents.
* **Long-term**: Developing the skills and working experiences to become a excellent staff in the field of Logistics.

**EDUCATION AND QUALIFICATION**

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| --- | --- | --- |
| Time Period | Education | Qualification |
| 2012 – Sep 2015 | Student at:**College of Finance and Customs**Major in: **Specialized Customs** | Pass Level |

**WORKING EXPERIENCE**

* **Jun 2015 – Jun 2018:**

Company: Hoang Thanh Trading & Logistics

Address: 107 Ben Van Don Street, Ward 9, District 4, HCM City.

Position: Operation Staffand & document staff

 **Job Description:**

1. Make export-import vouchers: Sale contract, invoice, packing list.
2. Made Customs declaration form.
3. Get the delivery order.
4. Make documents such as applying for certificate of origin, fumigation, bill of lading.
* **Jul 2018 – Jun 2019:**

Company: Wooden Stories company limited

Address: Road no.8, Tam Phuoc Industrial Zone, Bien Hoa city, Dong Nai Province.

Possition: Document staff

 **Job Description:**

1. Making and checking documents
2. Customs declaration
3. Operation Staff
4. Make documents such as applying for certificate of origin, fumigation, bill of lading.
* **Jul 2019 – Jan 2020:**

Company: I-Den Viet Nam CO.,LTD.

Address: Land lot no 18, Road 8, Giang Dien IP, Trang Bom District, Dong Nai Province.

Possition: Chief import-export department

 **Job Description:**

1. Made on-spot import and export declarations.
2. Manage import and export data.
3. Coordinate import and export activities of the company.

**KEY SKILLS**

**Language**: Communication and reading documents Import – Export English

**Computer**: Proficient in computer and office software applications work: Word, Excel, Outlook. Using Internet to search information quickly and effeciently.

**Other Skills**:

* Good ability and management of working in an environment with high pressure and independently. Sociable, enthusiastic, ambitious and willing to study.
* Sense of responsibility, carefulness in the work are my greatest strenghs.

**HOBBIES**

Traveling: explore cultral of different regions

Reading books, watching movies, TV, swimming.

THANKS FOR YOUR CONSIDERATION !

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