



Lê Thị Thanh Thúy

SECRETARY/ASSISTANT

Date of birth: March 12, 1994
Phone: 01649 199 357
Email: thanhthuyle1203@gmail.com
Address: 235/37 Vuon Lai Str, Phu Tho Hoa Ward, Tan Phu Dist,
Hochiminh, Vietnam

EDUCATION

Aug 2012 - Aug 2015	Ho Chi Minh College of Economics Major: Business English
2015	Global Economic Center (belonging to University of Economics Ho Chi Minh City) Importing-Exporting

WORK EXPERIENCE

Sep 2015 - March 2017	METAN Corporation Operation Administrator Main responsibilities: * Assistant to Operation Director <ul style="list-style-type: none">- Organizing and servicing weekly meetings (producing reports and taking minutes)- Assisting during meetings with clients- Assisting the director in organizing, planning and implementing strategies- Communicating with potential clients and evaluate their needs and specification- Ensuring schedules and objectives are met- Securing adherence to company's policies and guidelines- Supervising and motivate new staff- Being in charge of other tasks when the director requests * Administrator <ul style="list-style-type: none">- Providing support materials for project events- Liaising with other departments and vendor to obtain and update project information or materials- Creating procedure files, company's organization chart and structure of each team, etc- Managing warehouse: updating data on database (monthly importing-exporting), making monthly reports and year-end report- Coordinating operations and supervising company's assets- Supporting Account Managers: making contracts, invoices, liquidation, etc- Organizing internal events such as Teambuilding, X-Mas party, 20.10, 8.3, etc
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April 2017 - Present	Oriental Sheet Piling (Vietnam) Co. Ltd Operation Assistant
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Main responsibilities:

1. Order processing (sales and leasing)
 - Preparing contracts, costing summary
 - Issuing PO for back to back orders and submitting to suppliers
 - Making DO for delivery and following up customers and transporter as well
2. Payment processing and compliance
 - Checking and verifying payment vouchers and suppliers' approval in payment
3. Timely invoicing
 - Invoicing include commercial invoices, packing for shipment and LC for presentation
 - Keying documents into system
4. Cost control
 - Manage cost within the budget for all orders
5. Shipment volume control
 - Monitoring sales volume in shipment weekly
 - Updating delivered and returned materials on system
6. Producing weekly and monthly report

SKILLS

Language	English (good at communication) ielts 6.0
Computer	good at Word, Excel, Powerpoint, Visio, Mindjet
Communication	good
Time management, teamwork	good
