



Phan Minh Tam

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Education UNIVERSITY OF TRANSPORT IN HCMC
BSc/BA, LOGISTICS MANAGEMENT

Nationality Vietnam

Working Experience

- 06/2014 – 09/2014 **Teaching Assistant – Self-organized English Class for Uni Students**
Responsibility:
- Find suitable english materials for students
 - Assisting American teacher in delivering lecture
 - Supporting and clearing up queries from class members
 - Supply consultancy to class members for effective self-study
- 07/2016 – Now **Logistics Executive – London Sales Vietnam(ORIGANI – organic cosmetics)**
Responsibility:
- Control inventory of the main storage and record stock in/out through database system
 - Conducting periodic stock counts to ensure stock accuracy
 - Liaise with suppliers to place orders for filling items in storage
 - Supply items and accessories to all shops in commercial centres
 - Record 'testing' items
 - Review high/low revenue of items for better fulfilment
 - Handling other duties and responsibilities as assigned by management.
- 09/2015 – 06/2016 **Logistics Executive – Tieng Ngoc Audio, HCMC, Vietnam**
Responsibility:
- Receive orders from Accountant Dept and fulfilment (pickup, labeling, packaging)
 - Prepare shipments and get delivery dispatching
 - Marking warranty record
 - Controlling inventory and conduct interval checking stocks
- 04/2015 – 07/2015 **International Business Account – Bobicraft Co.Ltd, HCMC, Vietnam (internship)**
Responsibility:
- Customer's list Founding (looking for foreign potential customer in Europe, America, Australia and some Asia countries)
 - Keeping in business's touch with current customers
 - Keeping track of inventory (materials – wools, fabrics, etc; products – soft toys)
 - Prepare documents (Commercial Invoice, Packing List, Sales Contract) for export
- 01/2015 **Interpretation Project Leader – Study Materials – Logistics Fundamentals**
Responsibility:
- Establish a team of students and assign them to work on specific chapters, translated from english to vietnamese
 - Raising fund from selling finished materials to students and give it to charity institutions

07/2013 – 08/2013

Research Collaborator – Logistics Knowledge Company

Responsibility:

- Conduct research of human resources for logistics development in Ba Ria-Vung Tau Province
 - Report and analyze on the human statistics in appointed corporations and companies
 - Consult the educational program of VLI to enterprises for improving personnel's competence
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Education Background

09/2011

UNIVERSITY OF TRANSPORT IN HCMC – GPA: 2.43/4

Bachelor's Degree in LOGISTICS MANAGEMENT | Vietnam

Major LOGISTICS MANAGEMENT & MULTIMODAL TRANSPORT

Logistics Management and Multimodal Transport program is an accredited university basis, provides basic knowledge about Business Logistics. Key contents include:

1. Logistics and Supply Chain Management
2. Warehouse & Inventory
3. Marketing
4. Logistics Information System
5. Project Management

11/2013

RESEARCH AND DEVELOPMENT INSTITUTE OF LOGISTICS

Certificate: Diploma | Issued by: FIATA

Major FREIGHT FORWARDING

Average score 83.2/100

“FIATA DIPLOMA IN INTERNATIONAL FREIGHT MANAGEMENT” has been conducted in Vietnam by Vietnam Logistics Business Association and instructed in English.

On completing the course, I am equipped with such knowledge about:

1. International freight forwarding
 2. Logistics Overview
 3. Singlemodal Transport and Multimodal Transport
 4. Goods Safety, Security and Dangerous Goods
 5. Cargo Insurance
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Voluntary/Social Activities

07/2011

“Mua He Xanh” campaign - An Giang Province

- Building houses for residents
- Wall construct preparing for floating water season
- Fixing and replacing electrical appliances in the surrounding area
- Teaching children
- Attaching traffic signs along the roads

08/2011 &
08/2012

“Tiep suc mua thi” voluntary program

- Helping students/candidates and their parents for accommodation
- Supplying free lunch for candidates after exam finished
- Taking students to exam’s place and their residences

06/2010

World Food Festival – Vung Tau City

- Introducing foreign guests about Vietnam specialties
 - Assisting as waiter in a well-known restaurant’s booth
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