

NGUYEN LAM NGOC DUY

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OBJECTIVE

Seeking for an international and dynamic working environment to apply my knowledge and creativity, and to have deeper understanding of business operation.

Striving to get a MBA scholarship.

EDUCATION

2015 – Present: Ton Duc Thang University

International Business (High-Qualified Class)

Key subjects:

- + Calculus: 7.5/10
- + Career Orientation: 7.8/10
- + Communication in University Surroundings: 8.8/10
- + Principle of Management: 8/10

Sep 2016 – Present: Taking courses on FIATA Diploma by Viet Nam Logistics Institute.

Module: Freight forwarding, IT Communication, Sea Transport, Container Maritime, Logistics, Custom Procedures

2012 - 2015: Marie Curie High School (District 3 – Ho Chi Minh City)

ACTIVITIES

Jan 2017 - Present: Leader of Ton Duc Thang International Volunteer Team

Nov 2016: Host of UCN Exchange Program of Ton Duc Thang University

Oct 2016: Volunteer for Hult Prize Vietnam of Ton Duc Thang University – Foreign Affair and Financial Department

Jun 2016 – Jul 2016: Internship at Asean Lines International

Jan 2016: Member of Ton Duc Thang International Volunteer Team

Mar 2016: Receptionist and Logistic Department in a reception for Finland Ministers

Nov 2015 – Feb 2016: Member of Ton Duc Thang International Business Club



EXPERIENCE

Jan 2016 – Apr 2016: Waitress - Kokois Café and Bistros

Aug 2015 – Dec 2015: English tutor for 2 grade 7 students

Jul 2014 – May 2015: Freelance translator (translate contracts and brochures for Anh Sao Duong Company)

SKILLS

Language: English – TOEIC 750 (TDT University preliminary TOEIC test - Nov 24 – 2015)
TOEIC 785 (IIG Vietnam TOEIC test)

Computer:

- Proficient use of MS Word / MS Excel
- MOS Word: 954/1000
- MOS Excel: 725/1000
- MOS Power Point: 745/1000

Others:

- Teamwork skill
- Multitasking skill
- Time management skill
- Able to work under high pressure
- Communicating, translating and interpreting in English
- Self-motivation
- Interpersonal

REFERENCES

Ms. Pham Thi Ngan

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