



TRAN THI CHINH

IMPORT EXPORT STAFF

- March 16, 1993
- Female
- 0383593682
- tranthichinhqnh@gmail.com
- Quang Ngai, Viet Nam

OBJECTIVE

Learning everything I can, also take advantages of skills & experience and understanding about Export Import to become a professional Staff.

SKILLS

Office

Logical thinking and creative

Public Speaking

INTERESTS

- Badminton
- Music



EDUCATION

QUY NHON UNIVERSITY

Major: Business Administration

Degree classification: Good

SEP 2011 - SEP 2015



WORK EXPERIENCE

KIM QUANG HUNG CO., LTD

Purchasing Staff

MAR 2016 - MAR 2017

Main responsibilities:

- Receive request order from customer, check with Mill if cargoes available
- Issue contract and send to client once get confirm Mill
- Check shipping documents (LC, COA, Packing list...)
- Other Instruction if any

PARTNERS AND BROTHERS LOGISTICS CO., LTD

Customer Service Executive

JUN 2017 - MAR 2018

Main responsibilities:

For export shipment:

- Get S/I from sale in charge, contact airline/ co-loader/ shipping line to book space.
- Release booking to customer
- Prepare the customs documentation of export.
- Check and report the shipment status.
- Input data into systems FAST
- Check shipping line/ airline's debit note and request payment on time.
- Issue debit note to customer
- Other Instruction if any

For import shipment:

- Submit manifest, send A/N, D/O to customer.
- Issue Debit note
- Input data into systems FAST

ADVANCE PHARMA VIET NAM CO., LTD

Import Document Staff

APR 2018 - SEP 2019

Main responsibilities:

- Get S/I from sale department
- Create inquiry on systems then send to supplier
- Follow and report the shipment status.
- Follow payment
- Other Instruction if any



CERTIFICATIONS

Certificate Custom - Import Export Essentials

Certificate English C

Certificate IT B