

CIRRICULUM VITAE

PERSONAL INFORMATION

Full name : **DAU MINH HOA**
Date of birth : 07/02/1993
Place of birth : HUNG LOI, HUNG NGUYEN, NGHE AN
Address : Kim Dong street, Hung Binh ward, Vinh City
Email : hoa.dauminh@gmail.com
Mobile phone : 0903653292/0777 357 070
Height : 1.70 m
Weight : 50 Kgs

PERSONAL PROFILE

- Enthusiastic, dynamic, hard-working, honest, careful, patient
- Having a strong sense of responsibility for assigned tasks
- Having a passion for achievements and fulfilled jobs
- Ability to work under pressure and meet tight deadlines
- Quick in acquiring new knowledge applicable to assigned tasks
- Willing to work in a dynamic environment and my individual abilities and competences are appreciated

CAREER OBJECTIVE

- Looking for professional environment where I can explore my abilities and learn from colleagues.
- Work in an active environment with precious opportunities for career advancement
- Desire to have more challenges at higher position
- Try to learning as much as possible and doing my best in order to complete my task

- Develop my skills with development of company to become excellent staff

EDUCATION BACKGROUND

- ❖ **August 2017-October 2017:** Import and Export Certificate
- ❖ **2011 – 2015:**
 - Degree: The Degree of Bachelor at Trade Union University in Hanoi
 - Major: Accounting
- ❖ **2016:**
 - Degree: IELTS 5.5

EXPERIENCE RECORD

- ❖ **2017 – 2020 : Hop Nhat International Express Joint Stock Company – Ho Chi Minh Branch**

Position: Export - Import Staff

Key responsibilities: processing information, prepare necessary documents for Export – Import, checking the schedule and consult customs clearance procedure to Sales Department.

- Receive the information of good from the customers
- Prepare necessary documents for Export – Import
- Contact with Operation team, Sale team and customer to update cargo status and delivery schedule
- Customs Clearance for Export – Import goods
- To make a statement tax and pay taxes
- Provide information for carrier to make bill
- Send shipping documents to customers

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- ❖ **2015 - 2016: DINH TRUC CPMPANY**

Position: Air Ticket Office Staff

Key responsibilities:

- Advise customers about domestic and international ticket information.
- Place reservation, price calculation, quotation as required by customers.
- Consult destination routes, do procedures: book / export / refund / cancel tickets.
- Answering questions, customer feedback on ticket related issues.
- Negotiate and solve ticket related issues with the airline
- Track and update fare information, airline policies and promotions.

SKILLS

- ❖ Professional, dynamic, ability to work independently
 - ❖ Ability to build a collective, dynamic and friendly working environment
 - ❖ Skills in planning, planning and handling situations
- English: Intermediate level of general English and conversation
- ❖ Computer skills: Good at Microsoft Excel, Word, Internet, ...
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