



PO MRO DIAN THUY

March 08, 1993

Female

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Al Karama, Dubai, UAE

OBJECTIVE

High aim to join a company that will effectively utilize my acquired expertise. Adept knowledge on administrative and clerical skills, also well presented with exceptional customer service skills.

SKILLS

MS Office Applications (Word, Excel, PowerPoint, Outlook)

Office

Logical thinking and creative

Public Speaking

LANGUAGE

Vietnamese

English



EDUCATION

YERSIN UNIVERSITY OF DALAT, VIETNAM

AUG 2012 - JUNE 2016

Major: Business Administration

LE HONG PHONG HIGH SCHOOL (LAM DONG,VIET NAM)

Higher Secondary Certificate

DINH TRANG HOA SECONDARY SCHOOL (LAM DONG, VIET NAM)

Secondary School Certificate



WORK EXPERIENCE

DESIGN BUCKET

JAN 2020 - MAR 2020

Admin Assistance

- Preparing the quotation and invoice on a daily basis which was given by the designing team.
- Scheduling daily jobs for my company.
- Coordinating with the customer and logistic team for the delivery of products and other items.
- Creating a task with all the team members
- Timely preparation of the necessary material (minutes, agendas, presentations, or reports)

L'ANGFARM – QUANG THAI CO LTD

SEP 2018 - JULY 2019

Quality Control Supervisor

- Make a table of statistics on raw materials, input materials, and assess the quality classification of raw materials.
- Quality report for the Manager
- Perform quality inspection of outbound shipments, stamp PASS, and sign the certification.
- Control the production process
- Classify products, erroneous semi-finished products and require worker repair

THE MARRIED BEANS CO LTD

AUG 2017 - AUG 2018

Quality Control Specialist

- Inspection of the quality of inputs and supervision of the production process
- Inspection and Quality control of finished products.
- Perform quality control following the control process
- Formulation, regulation for material control.
- Make tables and samples for inspecting of materials (methods, frequencies, inspecting standard)
- Scheduling management and inspection of products, raw materials and report daily work, week, a month for Director and Sales Department
- Support for other duties as required and Management of measuring instruments

EZE QUOTE VIETNAM

FEB 2017 - JULY 2017

HR & ADMINISTRATIVE ASSISTANT

- Handling Administrative Work
- Company's front liner – receive calls and messages for employees
- Receive, classify documents by mail or courier and deliver to staff as per their department wise.
- Assist with HR/Admin in administrative & secretarial work

HOME 1988

APRIL 2016 - JAN 2017

Administrative and Marketing Assistant

- Manage, consult, and quote booking, through phone, email, Facebook, booking.com, hostel world.

- Manage hotel's customer information's
- Copywriter and post news
- Receptionist role
- Manages office needs and handles administrative work

VIETNAM MOBILE TELECOM SERVICE ONE MEMBER LIMITED FEB 2016 - APRIL 2016
LIABILITY COMPANY

Internship Training (HR)

- Research and locate for potential and check the candidate's profile suitable for company interview.
- Provide HR and administrative support along with recruitment support
- Support for other duties as required



SKILLS AND CAPABILITIES

- Possesses excellent communication and writing skills
- Ability to work under pressure
- Time Management
- Decision Making
- A hard worker and is eager to learn
- Accepts directions easily
- Superior research skills
- Customer service oriented
- Excellent typing and clerical skills



PERSONAL PROFILE

Marital Status: Married

Nationality: Vietnam

Visa Status: Visit Visa

Age : 27 y/o