



PHAN THANH DIỆU

International Trade

June 09, 1994

Female

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TPHCM, Vietnam

SKILLS

English

Korean

Communication

Self-Motivation

Teamwork

Computer Skill (Word, Excel)

Design (Photoshop, Ai)



EDUCATION

FOREIGN TRADE UNIVERSITY

Major: International Business

GPA: 3.09/4

AUG 2012 - APRIL 2016



WORK EXPERIENCE

YOUNG LEAVES COMPANY LIMITED (VIETNAM)

SEP 2020 - 2021

Agriculture Trade

- + Receive Inquiries from overseas buyers & find sources in Vietnam
- + And vice versa, support overseas sellers to find their buyers in Vietnam
- + Provide specification, packing details and quotation
- + Check and negotiate of terms and conditions (mainly FOB/CNF), payment (L/C or T/T).
- + Prepare documents for submission to forwarding companies for custom clearance, including: Sales Contract, Invoice, Packing List, Certificate of Origin (C/O), Phytosanitary..
- + Contact with forwarder for schedule (ETD, ETA, transit time....), send booking request.
- + Check buyer's payment, send BL and other documents, keep updated for buyers after shipment on arrival & after-sale care

LOCK&LOCK (KOREA)

SEP 2017 - 2019

International Sales (B2B)

- Research the market of in-charge account (Country Overview, Exchange Rate, Competitors, Sales Channel...)
- Research the market price, make pricing report and offer new products to buyer, suggest selling ideas for buyer's market.
- Follow the order (Complete buyer PI and factory PO, check the inventory, discuss with design team for artwork and planning team in factory for production lead time, push buyer to get the booking and punctual payments)
- Work with Export Department for shipment the cargo
- Purchase marketing materials (VMD, POS), suggests the display in the buyer hypermarket.

RICH MOON CO., LTD (VIETNAM)

OCT 2015 - 2017

Sales Exporter - Agricultural Produce Trading Company

- Introducing products on B2B e-commerce sites such as Alibaba, Tradekey...
- Looking for new oversea customers all over the world (Korea, Russia, EU, Malaysia...)
- Sending sales offer by email as well as responding to customer's inquiry
- According to the inquiry, looking for the domestic supplier and deal the price
- Calculating the cost of goods and sending quotation.
- Take buyer to visit the factory if needed
- Negotiating with customer on quality/price and come to agreement
- Work closely with forwarders/ logistics to book a shipment and trucking agents.
- Signing Sales Contract and Prepare documents such as Invoice, Packing List... cooperate with customs broker for custom declaration and clearance.
- Follow the delivery and listen to buyer's feedbacks, solve the problem about quality after the goods arrival if any.



ACTIVITIES

COMMUNICATION DEPARTMENT

JUN 2013 - JAN 2014

Member of Viet Youth Activities

- Fanpage Administration
- Promote events and charity activities
- Recruit new member for community organization

ENGLISH TEACHING

AUG 2015 - NOW

English Home Teacher

- In charge of teaching English grammar for secondary students.
- Prepare lectures, homework and tests for students.



HONORS & AWARDS

Top 10 "It's me"

2012

Top 10 "Community Business Competition"

2013

Fashion for Overweight Lady

Top 50 "Startup Wheel"

2015

Painted Shoes Project