



CURRICULUM VITAE

NGUYEN NGOC ANH THU

✓ Cover Letter

Dear Sir/ Madam

My name is Nguyen Ngoc Anh Thu, a recent graduate in Logistics & Supply Chain Management from Ho Chi Minh University of Economics and Finance. I am writing to express my interest in a Sales position and have attached my CV for your review.

Through my studies and practical training, I have gained a solid understanding of international shipping procedures, documentation, and customer communication. These experiences helped me develop strong analytical and problem-solving skills, as well as the ability to work effectively with diverse clients and partners.

I bring strong communication, teamwork, and adaptability-qualities essential for building long-term relationships and delivering excellent service in a competitive logistics environment. I am eager to learn from experienced professionals and contribute to the growth of the organization I join.

Thank you for considering my application. I would welcome the chance to discuss how my skills and enthusiasm can support your team's success.

Sincerely,

Nguyen Ngoc Anh Thu.

CONTACT

✉ anhthu23723@gmail.com

☎ 0909331002

📍 Hoc Mon, HCM City


🌐 [Linkedin](#)

📅 23/07/2003



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NGUYEN NGOC ANH THU

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 0909331002

 49/9 Tran Thi Cat Street, Dong Lan Hamlet, Ba Diem Commune,
Hoc Mon District, HCM City

APPLY FOR: Documentation Staff

SUMMARY

Recent graduate in Logistics & Supply Chain Management with hands-on internship experience in export-import documentation and customs procedures.

Eager to start a Sales role with a freight forwarder or shipping line, leveraging strong communication skills and a quick ability to learn market operations and customer needs.

EDUCATION

7/2020

Finish in high school - Nguyen Khuyen,
HCMC

2021 - 2025

**HO CHI MINH UNIVERSITY OF
ECONOMIC & FINANCE**

Major: LOGISTICS & SUPPLY CHAIN
MANAGEMENT

GPA: 3.1/4.0

Classification: Good

SKILL

OFFICE COMPUTER SKILLS

Word/ Excel/ Powerpoint/ Canva/ Photoshop

LANGUAGE SKILLS

Fluency in English

Upper-Intermediate:

VSTEP B2/ TOEIC 605/ IELTS 6.0

CUSTOMS CLEARANCE

Ecus5

SOFT SKILLS

Teamwork/ Communication/ Negotiation

WORK EXPERIENCE

Oct 2024 - Jan 2025

MINH MANH THANG EXIM CO.LTD

DOCUMENT CLERK INTERNSHIP

My task:

- Assist in organizing documents sets for customs clearance or internal audits.
- Check information on the document set and submitting the electronic customs declaration on the ECUS5.
- Search for the appropriate HS code to ensure correct customs duty declaration.
- Digitize and archive documents into the company's document management system.

April 2025 - Jun 2025

**THANH CONG TEXTILE GARMENT
INVESTMENT TRADING JSC**

**INTERN - EXPORT GARMENT PRODUCTS/
IMPORT-EXPORT & WAREHOUSE DEPARTMENT**

My task:

- Supported the Export Garment Products Department in order tracking, coordinating with R&D, QA/QC and suppliers.
- Assisted the Import-Export & Warehouse Department with customs declaration, document preparation (Invoice, Packing List, B/L, C/O) and inventory management.
- Updated data and archived records in the company's ERP system.

ADDITIONAL INFORMATION

ACTIVITIES

- Develop Young Abilities Club (UEF) - Member of the Event Design & Set-up Team: created decor concepts and coordinated stage,backdrop arrangement for major student events.
- Industry Field Trips - Visited Tan Cang - Cat Lai Port and ICD Long Binh, gaining direct exposure to port and warehouse operations.
- Export-Import Talkshow (UEF) - Attended a professional seminar on international trade procedures and documentation.