



# THANH NGA HOANG

+84768000709 | hoangthithanhnga.1805@gmail.com | www.linkedin.com/in/thanh-nga-81aa641a8

Hardworking, highly motivated professional eager to lend combined knowledge and skills to enhance business performance. Operates well in both individual and team capacities, leveraging seasoned work ethic to quickly adapt to different processes and drive company objectives. Resourceful and results-driven with a passion for growth and efficiency to meet company needs and increase service value.

## WORK EXPERIENCES

---

**Kim Tin Group Corporation - Viet Nam**  
*Export Documentation Executive*

Jun 2018 - Nov 2023

- Handled freight forwarding arrangements for shipments worldwide.
- Performed periodic audits of all export transactions ensuring accuracy of paperwork prior to submission.
- Analyzed market trends and gathered intelligence on competitors' pricing strategies in order to maximize profit margins on exports.
- Liaised with customers to ensure timely collection of goods from warehouses.
- Prepared and processed export documents such as commercial invoices, packing lists, certificates of origin, shipping orders and bills of lading.
- Ensured compliance with international trade regulations while executing the export process.
- Maintained relationships with overseas agents, brokers, banks and other external parties involved in the export process

**HansemEUG Vietnam - Viet Nam**  
*English Translator Freelancer*

Jun 2017 - Jan 2022

- Utilized specialized software applications such as Trados Studio to facilitate translation projects.
- Maintained up-to-date knowledge on industry trends by reading professional publications and attending conferences.
- Created high quality translations that maintained the original meaning of the text while adhering to client specifications.
- Edited translations for accuracy according to established style guides.
- Provided linguistic support services including editing, proofreading and revising translations from other translators or agencies.
- Reviewed final versions of translated materials prior to publication or distribution.

**Unicorn Seafood Company - Viet Nam**  
*Logistics Intern*

May 2016 - Aug 2016

- Trained in different positions and worked with variety of personnel.
- Developed strong organizational and time management skills by completing multiple tasks simultaneously.
- Gained experience, exposure, and knowledge of career-specific procedures and systems.
- Maintained a positive attitude towards customers when handling inquiries or complaints.

## EDUCATION LEVEL

---

**Ho Chi Minh Foreign Trade University - Ho Chi Minh City, Viet Nam**  
*Bachelor Degree in International Business, 3.01/4.00*

Aug 2013 - Apr 2017

## SKILLS, INTERESTS

---

- **Soft Skills:** Critical Thinking, Problem Solving, Multitasking, Communication Skill, Verbal and Written Communication
- **Hard Skills:** Microsoft Office, Trados, Canva, SAP
- **Interest:** Books, Movie, Game League Of Legends

## LANGUAGE

---

- Vietnamese: Native
- English: Full Professional Proficient