



# DINH TRUNG THANH

TRANSLATOR - TRANSCRIPTIONIST



- I always improve skills such as English communication, management skills, discipline at work. I always try to explore, learn, improve productivity, shorten the process, ensure work efficiency. I believe that with my learned knowledge and experience, I will quickly grasp the work and complete the task well.

- I have experience in translation English to Vietnamese and transcription English, Vietnamese, using tools like SDL Trados Studio 2021, the transcript function of MS Word 365.

## Work experience

06/2016 - 8/2017

### TALLY MAN

#### Tan Cang Hiep Phuoc Port Joint Stock Company

+ Operating internal vehicles safely and accurately. + Guide shore cranes to import and export containers from the yard to the ship and oppositely. + Handling disputes about container damage between ships and ports during the import and export process. + Count the quantity of bulk cargo and double check with customer data.

08/2017 - 12/2019

### FORWARDER

#### Tan Cang Hiep Phuoc Port Joint Stock Company

+ Carry out procedures for delivering and receiving containers (withdrawing goods or delivering whole containers) at ports. + Manage and store documents.

12/2019 - 05/2020

### SHIPPING AGENT

#### Tan Cang Hiep Phuoc Port Joint Stock Company



#### Date of birth

Feb 28, 1992



#### Phone

+84985622798



#### Email

dinhtrungthanhmmo@gmail.com



#### Address

TPHCM, Vietnam



#### Gender

Male



## Education

### HO CHI MINH UNIVERSITY OF INDUSTRY

| 9/2011 - 09/2015

Major: electronics



## Skills

#### Language:

English, Vietnamese

#### Computer:

Word, Excel, Powerpoint, SDL Trados Studio



## Certifications

### 2018

TOEIC Certificate with score 615

### 2018

Container terminal management and operation

### 2018

Institute of International Container Lessors (IICL) 6

+ On behalf of vessels to carry out procedures for docking and leaving ports at the authorities. + Book pilots and tugboats for ships, making the ship's traffic safe and smooth. + Meet the arising needs of the captain.

05/2020 - present

## **DOOR TO DOOR SALES STAFF**

### **Tan Cang Hiep Phuoc Port Joint Stock Company**

+ Provide logistics package services to customers. + Find potential customers. + Customer support. + Calculate prices for customers.