

LE HUE QUYNH

Applying for: Logistics Staff

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PROFESSIONAL SUMMARY

B.A. in Logistics & Supply Chain Management (UEH). Internship at Phu Quoc International Airport (ACV) in both Cargo Warehouse (Cargo) and Airport Operations Control (AOC) during 06–09/2025. Strong in airport warehousing processes, cross-functional coordination, and customer service. Solid grounding in logistics fundamentals (Incoterms 2020, documentation).

EXPERIENCE

PHU QUOC INTERNATIONAL AIRPORT (ACV) — Cargo & AOC Intern | 06/2025 – 09/2025 | Phu Quoc, Kien Giang

- Cargo: supported inbound–outbound handling; counting; barcode label/scan; basic WMS data entry; monitored FIFO/FEFO.
- Reconciled documents (AWB/MAWB, Manifest, Invoice, Packing List); assisted in zoning for special cargo (high-value, fragile, DG per guidance).
- Coordinated equipment/vehicle allocation (forklifts, pallets, ULD) with safety as the priority; did not operate specialized equipment directly.
- AOC: supported monitoring & updating of flight information; coordinated operations with Security, Customs, and airlines; complied with safety & fire protection.
- Consolidated shift logs, drafted short incident notes, and suggested initial responses.
- Results: assisted ~25–30 flights/day; prepared end-of-shift summaries in under 10 minutes.

CIRCLE K — Sales Associate / Acting Shift Leader | 10/2022 – 10/2023 | Ho Chi Minh City

- Operated POS (cash & e-wallet); accurate and transparent end-of-shift reconciliation.
- Backroom & shelf management per planogram; monitored expiry dates & inventory; periodic data entry.
- Prepared drinks & fast food per SOP; ensured stable service time during peak hours.
- Assisted with shift scheduling, task allocation, incident handling; customer service.
- Results: ~150 transactions/shift on average; inventory variance maintained at $\pm 2\%$.

GREEN MART RACH GIA — Sales Associate | 04/2022 – 09/2022 | Rach Gia, Kien Giang

- Advised customers & handled sales; supported periodic stock counts; basic Excel entries.
- Tracked inbound–outbound flows & expiry dates; proposed display changes for priority SKUs.

EDUCATION

University of Economics Ho Chi Minh City (UEH) — B.A. in Logistics & Supply Chain Management | 2022 – 2025 (coursework completed; pending diploma)

SKILLS & TOOLS

- Logistics knowledge: Incoterms 2020 (EXW–DDP), risk/cost transfer points & application; shipment tracking & POD.
- Documentation: AWB/MAWB, Manifest, Commercial Invoice, Packing List, C/O (basic).

- Warehousing: inbound–storage–outbound; FIFO/FEFO; inventory control; WMS & barcode/RFID (basic); ULD basics.
- Communication & customer service; incident handling; shift work and always ready go on Business
- Office IT: Excel, Word, PowerPoint.
- Languages: English (listening & good communication) – TOEIC 725; also learning Chinese to improve proficiency.

OTHER

- Availability: 11/2025.