

Personal details

Christian name	Thuy Tam (nickname Tammy)
Surname	Huynh (nickname Wong)
Date of birth	04 juni 1970
Birthplace	Saigon, Viet-Nam
Gender	Woman
Marital status	single with two children
Nationality	Dutch

Experiences**01 -01-2013 till recent | Director**

Entrepreneurship Koken Met Specerijen [Cooking With Spices]

Establish, develop and manage an online web shop in three languages [NL, EN and GE] with the associated activities including the following:

- Keeping records of administration.
- Financial management.
- Online and offline acquisitions.
- Marketing en communication.
- Writing blogs.
- Maintenance of various social media.
- Participate in web shop related and relevant trade shows, seminars and workshops.

02-11-2009 till 19-09-2012 | Executive Secretary / Quality officer

Chan's B.V.

- Grants assistance and close cooperation with the GM of Chan's BV.
- Back-up operations during GM's absence.
- Development and implementation of Chan's house rules [staff handbook].
- Answering phone calls, receiving quests, providing lunch [appointments], diary management, taking minutes of all internal consultations.
- Collecting digital orders in the administration system iMuis.
- Processing all orders in the administration system iMuis; entering orders to printing the delivery notes and log shipments for transport.
- Processing all invoices related to the orders in the administration system iMuis.
- Journal entry of all purchases and preparatory work for payments by the GM.
- Customer contacts [national and international organizations] and during absence of the GM and Account manager.
- Various administration works.
- Human Resources business as keeping track of changes and new personnel, formatting personnel mapping, keeping track of holidays and sending final balance to accounting firm, planning appraisal and assessment interviews and monitoring the agreements made.
- Providing customer and supplier mailing.
- HACCP quality officer, managing the manual, tracking changes in product specifications and Dutch laws and informing the customers, keeping internal audit, attending external audit, contact laboratory.
- In the second year close cooperation with the GM to start up and guiding the improvement process.
- Documenting of manuals.
- Managing and maintaining website.
- Anyway all direct support provided to GM in terms of sales, human resources, finance, production, shipping, warehouse / inventory data [the all-rounder].

28-08-2006 till 01-07-2009 | Management assistant

Robot Pumps B.V. / ITT Water & Wastewater Alphen B.V

- Providing assistance and cooperation with the GM.
- Accountable with respect to the GM.
- Back up all functions of the company secretary and the telephone.
- Staff Journal and other additional communication tasks like mailing care.
- Management of 15 calendars [resource management].
- Claim and swift learning orders serving purchasing department.
- Taking minutes of middle managers meeting, Management team and PT meetings.
- Stakeout, guarding and monitoring of job profile and other HR matters.
- Travel and hotel booking.
- Organizing meetings and seminars and monitoring progress and costs.

01-08-2001 till 01-07-2005 | Management assistant

VTL

- diary management;
- planning meetings/minutes and reserving meeting rooms;
- Organize department activities;
- Receiving quests - mostly suppliers;
- Insurance (total portfolio);
- Data management of ICT;
- Making minutes of departmental meetings;
- Registration of leave, sickness, recovery and other light work around human resources , developing correspondences;
- Contract for both departments;
- Providing management reporting on telephony business;
- Archiving;
- Communication between the mobile user and provider (s);
- Provide solutions of reported failures and other common activities in the field of mobile telephony;
- Intermediary for the organization in the field of telecommunications and fixed telephony as digital stream connections , home offices , DSL lines and the like;
- Raids for the reception , Nortel PBX;
- Workplace health and safety instructor according to Law;
- Facility operations;
- Monitoring and – give the go / no go of all invoices for the ICT and Finance Department;
- Provide assistance to the accounts payable department, the work is entering invoices (Oracle).

Since I have been working from the age of 14, I have only my last four workstations listed in the office more than a year of employment. I started at the age of 17 to work in the hospitality industry there I was self-employment for more than five years at Potters Snooker- and dart pub. At the age of 23 I worked as an administrative assistant at an insurance company for two years and from the age of 30 I worked as a secretary, management assistant, executive secretary and quality officer at various [international] companies. As I am known as a hard worker around me..

Other knowledge

- Driven licence B
- Languages – Dutch in word and writing [very well], English in word and writing [very well], Chinese Cantonese only in word [very well], Chinese Mandarin only in word [poor].
- Computer programs like as MS office 2000/2003/XP.
- Big affinity with various branches like hospitality, ICT, certified warehouse and retail.

Personal sketch

I am seeking a position where I can gain knowledge and experience as I have a huge inquisitive attitude and I am able to pick up orders quickly. My strong characteristics lay in making contacts, motivating, coaching, driven, cheerfully, responsibility and problem solving. In addition to a flexible, positive and enthusiastic presence with an open positive constructive attitude, I am someone who can function well within a team as individual. I find humor important because this can be into perspective in everyday life. People around me often call me as the “what-you-see-is-what-you-get-person”. I am open, accessible and evident.

Educations

- Self explore and e-learning on the field of design a web shop, online and offline marketing tool, cold and warm sales methods, financial issues, thinking out of the box
- Opleiding Nederlands taalvaardigheid op mbo-niveau dec.2007 [improving Dutch languages]
- Management Assistente (NCOI) juli 2005 – februari 2006 [management assistant]
- Horeca Cafébedrijf augustus 1998 - sociale hygiëne - drankenkennis [Hospitality]
- Algemene kennis Verzekeringen 1994 – 1995 [Common knowledge of insurance]
- M.M.O. Handel en Economie 1991 – 1994 [trade and economy]
- L.E.A.O. Kantoorpraktijk 1987 – 1991 [office practical]

Reference**Chan's BV**

General Manager Mr. W.I. Raghoobar
Telephone number +31 [0] 172240370

Social Media connections

[Facebook](#), [Twitter](#), [The Fancy](#), [Pinterest](#), [LinkedIn](#), [G+](#), [Blogspot](#), [LeefBewust.nu](#)