



DOCUMENTS STAFF

KHANH BUI QUOC

// Contact Information



Sep 2, 2000



khanhbui2900@gmail.com



https://fb.com/khanhbui2900



0978401295



Hanoi, Vietnam

// Skills

- Presentration skill
- Word, Excel, Powerpoint

// Honors & Awards

2021

Encourage academic scholarship

// Interests

Motorcycles, soccer and read books.

// Certifications

2022

Aptis Certificate B2 with total score  
168/200

// Objective

I would like to study and accumulate experience in the field of manufacturing and assembly, from which I can apply knowledge to reduce costs and increase product quality for the company. Within 3 years, I want to have a salary of 18 million and become a supervisor in the department.

// Work Experience

Executive Staff - Procurement

Dec-23 - Present

Yamaha Motor Vietnam

- Manage 13 suppliers producing components from steel and aluminum (about delivery, cost up and administrative procedures)
- Quarterly price updates for motorcycle spare parts (breakdown and follow trends in the market)

Cross Border Truck Staff

Mar-22 - Dec-23

Yusen Logistics Vietnam

- Cross border transportation by truck management. (Only using sub-contractor.)
- Compare revenue and costs in transportation with debit note.
- Plan & Daily control shipment to ensure on time, satisfy customer's requirement.
- Negotiate with forwarder to looking for the best deal for each contract, benefit up for Yusen, but also bring to customer better service than their expectation.

// Education

Major: Business Management.

Sep-18 - Mar-22

National Economics University

- GPA: 3.22/4

// Activities

Member of Association of students in FBM

Jan-20 - Feb-21

Talk Show Young Businessman

**BỘ GIÁO DỤC VÀ ĐÀO TẠO / MINISTRY OF EDUCATION AND TRAINING**  
**TRƯỜNG ĐẠI HỌC KINH TẾ QUỐC DÂN / NATIONAL ECONOMICS UNIVERSITY**

**BẢNG ĐIỂM**  
**ACADEMIC TRANSCRIPT**

Họ và tên / Fullname:	Ông/Mr. BÙI QUỐC KHÁNH	Ngày nhập học / Enrollment date:	30/08/2018
Ngày sinh / DoB (dd/mm/yyyy):	02/09/2000	Ngày tốt nghiệp / Graduation date:	30/06/2022
Mã sinh viên / Student No:	11182405	Số hiệu văn bằng / Reg. No:	015954
Trình độ / Level of education:	Cử nhân / Bachelor	Hình thức đào tạo / Student type:	Chính quy / Full-time
Ngôn ngữ đào tạo / Language:	Tiếng Việt / Vietnamese		
Ngành / Major:	Quản trị kinh doanh / Business management		
Chuyên ngành/Chương trình:	Quản trị kinh doanh Tổng hợp / General business management		
Specialization/Programme:			

STT / No	HỌC PHẦN / COURSE TITLE	Số tín chỉ / Credit	Điểm / Grade	
1	Những nguyên lý cơ bản của chủ nghĩa Mác-Lênin 1 Basic Principles of Marxism-Leninism 1	2	6.1	C
2	Những nguyên lý cơ bản của chủ nghĩa Mác-Lênin 2 Basic Principles of Marxism-Leninism 2	3	6.0	C
3	Tư tưởng Hồ Chí Minh Ho Chi Minh Ideology	2	5.2	D+
4	Đường lối cách mạng của Đảng Cộng sản Việt Nam Political revolution roadmap of the Communist Party of Vietnam	3	5.9	C
5	Tiếng Anh 1 - cấp độ 1 / ENGLISH 1 - LEVEL 1	3	10	A+
6	Tiếng Anh 2 - cấp độ 1 / ENGLISH 2 - LEVEL 1	3	9.0	A+
7	Tiếng Anh 3 - cấp độ 1 / ENGLISH 3 - LEVEL 1	3	8.0	B+
8	Tin học đại cương / Basic Informatics	3	6.5	C+
9	Toán cho các nhà kinh tế 1 / Mathematics for Economics 1	2	7.1	B
10	Toán cho các nhà kinh tế 2 / Mathematics for Economics 2	3	5.2	D+
11	Pháp luật đại cương / Fundamentals of Laws	2	6.3	C
12	Lý thuyết xác suất và thống kê toán 1 / Probability and Mathematical Statistics 1	3	6.3	C
13	Kinh tế vi mô 1 / Microeconomics 1	3	7.0	B
14	Kinh tế vĩ mô 1 / Macroeconomics 1	3	5.6	C
15	Quản lý học 1 / Essentials of Management 1	3	7.5	B
16	Quản trị kinh doanh 1 / Business Management 1	3	7.3	B
17	Đề án Quản trị kinh doanh tổng hợp / Course Project of General Business Management	2	8.5	A
18	Quản trị kinh doanh 2 / Business Management 2	3	9.0	A+
19	Khởi sự kinh doanh 2 / Entrepreneurship 2	3	9.4	A+
20	Kiểm soát / Controlling	3	9.6	A+
21	Thay đổi và phát triển doanh nghiệp / Enterprise Change and Development	3	7.4	B
22	Quản trị chi phí kinh doanh / Business Cost Management	3	7.9	B
23	Quản trị chất lượng / Quality Management	2	9.6	A+
24	Quản trị đa văn hóa / Cross - Culture Management	2	8.6	A
25	Quản trị đổi mới / Innovations Management	2	9.0	A+
26	Kỹ năng quản trị / Management Skills	2	9.3	A+
27	Kinh tế lượng 1 / Econometrics 1	3	9.1	A+



STT / No	HỌC PHẦN / COURSE TITLE	Số tín chỉ / Credit	Điểm / Grade	
28	Lý thuyết tài chính tiền tệ 1 / Monetary and Financial Theories 1	3	7.3	B
29	Nguyên lý kế toán / Accounting Principles	3	7.2	B
30	Quản trị nhân lực / Human Resource Management	3	6.3	C
31	Pháp luật kinh doanh / Business Law	3	7.0	B
32	Quản trị Marketing / Marketing management	3	9.0	A+
33	Khởi sự kinh doanh 1 / Entrepreneurship 1	3	7.4	B
34	Quản trị tài chính / Financial Management	3	8.6	A
35	Thống kê kinh doanh / Business Statistics	3	6.8	C+
36	Quản trị tác nghiệp 1 / Operation Management 1	3	9.3	A+
37	Quản trị chiến lược 1 / Strategic Management 1	3	8.1	B+
38	Kinh doanh quốc tế 1 / International Business 1	3	8.5	A
39	Kinh tế và quản lý môi trường / Environmental Economics and Management	2	7.0	B
40	Đạo đức kinh doanh / Business Ethics	2	7.8	B
41	Giao tiếp kinh doanh và thuyết trình / Business Communication and Presentation	2	8.1	B+
42	Quản trị văn phòng / Office Administration	2	8.9	A
43	Kinh doanh bất động sản / Real Estate Business Management	2	8.5	A
44	Chuyên đề thực tập - QTKD Tổng hợp / Internship Programme	10	8.7	A
Tổng số tín chỉ tích lũy và điểm trung bình hệ 10 / Total credits and GPA in 10 scale:		125	7.79	
Xếp hạng rèn luyện / Extracurricular activities:		-	Tốt/Distinction	
Giáo dục thể chất: 4 tín chỉ / Physical Education: 4 credits		-	Đạt/Pass	
Giáo dục quốc phòng an ninh: 165 tiết / Defense and Security Training: 165 hours		-	Đạt/Pass	
Trình độ Tiếng Anh / English language proficiency: Aptis		-	B2	
Trình độ Tin học / ICT proficiency: MOS		-	1672	
Điểm xếp hạng tốt nghiệp hệ 4 / GPA in 4 scale: 3.23		Xếp hạng tốt nghiệp: Giỏi / Degree Classification: Distinction		

Quy đổi điểm / Grading conversion rule			Xếp hạng tốt nghiệp/ Degree Classification	
Hệ 10/ Result in 10 scale	Hệ chữ/ Result in Letter	Hệ 4/ Result in 4 scale	Điểm hệ 4/ GPA in 4 scale	Hạng tốt nghiệp/ Degree Classification
9.0 - 10	A+	4.0	3.60 - 4.00	Xuất sắc / High Distinction
8.5 - 8.9	A	4.0	3.20 - 3.59	Giỏi / Distinction
8.0 - 8.4	B+	3.5	2.50 - 3.19	Khá / Merit
7.0 - 7.9	B	3.0	2.25 - 2.50	Trung bình khá / Good
6.5 - 6.9	C+	2.5	2.00 - 2.24	Trung bình / Pass
5.5 - 6.4	C	2.0		
5.0 - 5.4	D+	1.5		
4.5 - 4.9	D	1.0		

Hà Nội, ngày 30 tháng 6 năm 2022

KT. HIỆU TRƯỞNG / AS MANDATE OF PRESIDENT  
PHÓ HIỆU TRƯỞNG / VICE PRESIDENT



GS.TS/Prof.Dr. Trần Thị Vân Hoa



THE SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness

THE PRESIDENT OF  
NATIONAL ECONOMICS UNIVERSITY  
confers

**THE DEGREE OF BACHELOR**  
in BUSINESS MANAGEMENT

Upon: **Mr. BUI QUOC KHANH**

Date of birth: **02 September 2000**

Degree classification: **Distinction**

Given under the seal of  
NATIONAL ECONOMICS UNIVERSITY

Reg. No: CQ/2022/TH60A/3302

No: **015953**

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM  
Độc lập - Tự do - Hạnh phúc

HIỆU TRƯỞNG  
TRƯỜNG ĐẠI HỌC KINH TẾ QUỐC DÂN  
cấp

**BẰNG CỬ NHÂN**  
QUẢN TRỊ KINH DOANH

Cho: **Ông BUI QUỐC KHÁNH**

Ngày sinh: **02/09/2000**

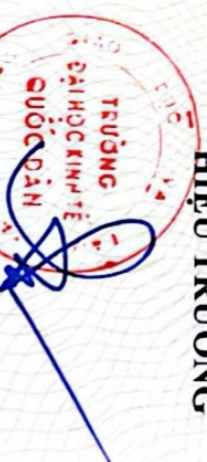
Xếp hạng tốt nghiệp: **Giỏi**

Hà Nội, ngày **30 tháng 06 năm 2022**

HIỆU TRƯỞNG

GS.TS. Phạm Hồng Chương

Số vào sổ gốc cấp bằng: CQ/2022/TH60A/3302





# Aptis

## Candidate report

**QUOC KHANH BUI**

Candidate name

**18/01/2022**

Test date

**2669997**

Candidate reference  
number

**ETE**

Organisation

**Aptis General -  
Listening Reading  
Speaking Writing**

Test package

**National ID**

ID type

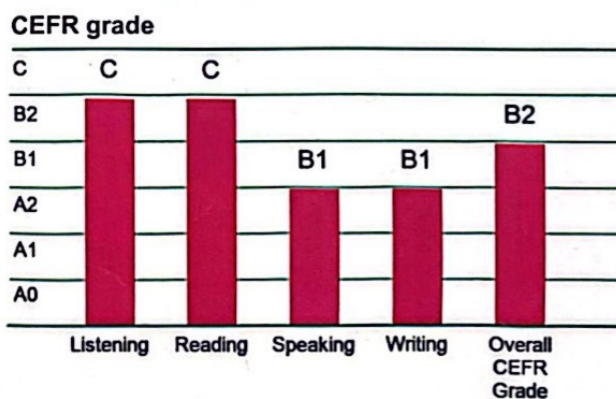
**001200018245**

ID number

### Scale score

Skill name	Skill score
Listening	46/50
Reading	48/50
Speaking	36/50
Writing	38/50
Final Scale Score	168
Grammar and Vocabulary	27/50

### CEFR skill profile



Please turn over for CEFR skill descriptors.



Certified by

[www.britishcouncil.org/aptis](http://www.britishcouncil.org/aptis)

Thu Ta  
Exams Operations Manager



## CEFR Skill Descriptors

### Listening

- A0** Not enough to allow for any meaningful inferences about the candidate's ability.
- A1** Can follow speech which is very slow and carefully articulated, with long pauses for him/her to assimilate meaning.
- A2** Can understand enough to be able to meet needs of a concrete type provided speech is clearly and slowly articulated.
- B1** Can understand straightforward factual information about common everyday or job related topics, identifying both general messages and specific details, provided speech is clearly articulated in a generally familiar accent.
- B2** Can understand the main ideas of propositionally and linguistically complex speech on both concrete and abstract topics delivered in a standard dialect, including technical discussions in his/her field of specialisation.
- C** Has no difficulty in understanding any kind of spoken language, whether live or broadcast, delivered at fast native speed.

### Reading

- A0** Not enough to allow for any meaningful inferences about the candidate's ability.
- A1** Can understand very short, simple texts a single phrase at a time, picking up familiar names, words and basic phrases and rereading as required.
- A2** Can understand short, simple texts on familiar matters of a concrete type which consist of high frequency everyday or job-related language.
- B1** Can read straightforward factual texts on subjects related to his/her field and interest with a satisfactory level of comprehension.
- B2** Can read with a large degree of independence, adapting style and speed of reading to different texts and purposes, and using appropriate reference sources selectively.
- C** Can understand and interpret critically virtually all forms of the written language.

### Speaking

- A0** Not enough to allow for any meaningful inferences about the candidate's ability.
- A1** Can produce simple descriptions on mainly personal topics.
- A2** Can give a simple description or presentation of people, living or working conditions, daily routines likes/dislikes, etc. as a short series of simple phrases and sentences linked into a list
- B1** Can reasonably fluently sustain a straightforward description of one of a variety of subjects within his/her field of interest, presenting it as a linear sequence of points.
- B2** Can give clear, systematically developed descriptions and presentations on a wide range of subjects related to his/her field of interest, with appropriate highlighting of significant points, and relevant supporting detail.
- C** Can produce clear, smoothly flowing well-structured speech with an effective logical structure which helps the recipient to notice and remember significant points.

### Writing

- A0** Not enough to allow for any meaningful inferences about the candidate's ability.
- A1** Can write simple isolated phrases and sentences.
- A2** Can write a series of simple phrases and sentences linked with simple connectors like 'and', 'but' and 'because'.
- B1** Can write straightforward connected texts on a range of familiar subjects within his field of interest, by linking a series of shorter discrete elements into a linear sequence.
- B2** Can write clear, detailed texts on a variety of subjects related to his/her field of interest and shows an ability to use different registers within written texts.
- C** Can write clear, smoothly flowing, complex texts in an appropriate and effective style and a logical structure which helps the reader to find significant points.





# Microsoft Office Specialist

Bui Quoc Khanh 001200018245

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Word 2016

Office Excel® 2016  
Office Word 2016

Date of achievement: April 16, 2022  
verify.certiport.com PECy-uSTo

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist



# Microsoft Office Specialist

Bui Quoc Khanh 001200018245

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2016

Office Excel® 2016

Date of achievement: April 16, 2022  
verify.certiport.com 4CnD-XMY6

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist