

CURRICULUM VITAE

➤ PERSONAL INFORMATION

Full name: NGUYEN DUC ANH
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Marriage status: Single



➤ CAREER OBJECTIVE

Being a Business Strategy Consultant at the age of 35

- Developing personal skills: teamwork, time management, persuade, problem solving...
- Spending 7 years gaining experiences
- Working in a dynamic environment where contribution and devotion are acknowledged equitably

➤ PROFESSIONAL EXPERIENCE

Company name: TIEN TUAN PHARMACEUTICAL MACHINERY LTD.

Position: Export officer

Time: June 2015- Now

- Sale and do the project, make contract
- Complete all shipping documents
- Contact the forwarder before shipping
- Packing the goods that suitable for delivery
- Make customs clearance, make CO
- Support the accountant department in order to make export receipt

Company name: KONOANA VIETNAM GLOBAL PACKAGING CO. LTD

Position: Sale officer

Time: January 2014- December 2014

- Visiting office building to find potential clients and get contact
- Cold-calling and face to face contacting to arrange meetings with potential customers to prospect for selling or taking care of them

- Sending open letter to introduce company and providing clients company contact
- Gaining a clear understanding of customers' businesses and requirements
- Listening to customer requirements and presenting appropriately to make a sale
- Making quotation and following order if quotation is accepted
- Maintaining and developing relationships with existing customers via telephone calls, emails and out-door sales
- Updating customer's list and taking care
- Making sale reports

Achievement

- Making a sale successfully with Family Mart, Coach, Nikko, Runam café, Shiseido...
- Accessing and getting 86 potential client contacts in 1 month
- Generating revenue of 80 million in the first month company operating

Company name: DIEN BIEN LOGISTICS

Position: Sale officer

Time: December 2012- September 2013

- Seeking potential customers in the internet and based on personal relationship, focusing on partner operating in field of agriculture, minerals and retailer.
- Cold-calling and face to face contacting to arrange meetings with potential customers to prospect for selling or taking care of them
- Sending open letter to introduce company and providing clients company contact
- Following orders and work with custom declaration department to accomplish order.
- Looking for outsource suppliers for shipping (transportation)
- Taking care and being in charge of customer service officer

Achievement

- Following the former customers: Kinh Do, Perfetti, Thanh Phu Plastic
- Gaining new customers to company such as Dong Xanh, Nong Xanh, Viet Nam Hung Thai, Thu Duc House Corp.
- Generating average revenue of 70 million/month
- Increasing the current outsource suppliers from 30 to 40 suppliers

➤ EDUCATION

2013 – 2014 Ho Chi Minh University of Industry
Major of international trade

2009 – 2012 Hoa Sen University
Major of international trade

2013 TOEIC Certificate of 650

➤ **ADDITIONAL INFORMATION**

Languages: Vietnamese (Native), English (Fluent).

Computer Skills: MS Office

Hobbies: Playing tennis, reading books