



NGUYEN HUYEN ANH

BUSINESS DEVELOPMENT

CAREER OBJECTIVE

Short-term goal:

Complete assigned tasks well to become an official staff of the company, learn and accumulate experience in the skills required.

Long-term goal:

- Desire to make a long-term commitment to the company, contribute to the company's development and achieve career advancement.
- Develop deep expertise in business development and take on a management role in the future.

EXPERIENCE

11/2023 - 5/2024

HANOSSA IMPORT EXPORT JOINT STOCK COMPANY

Sales Executive

- Search for and consult with customers, providing tailored product/service solutions to meet their needs.
- Negotiate pricing and generate invoices for customers, manage payments, ensuring accuracy and timely processing.
- Provide after-sales support, resolve any issues that arise, and maintain long-term relationships with customers.

6/2022 - 11/2022

PATHWAY ENGLISH CENTER

Admin

- Provide information about courses to students and parents
- Manage student and teacher information
- Prepare and arrange learning events, classes and extracurricular activities.
- Handle issues and requests from students and parents.

ACTIVITY

AOF Information Technology Club

Member of The event committee

- Plan, conceptualize and participate in the club events.
- Participate in academic and support courses of club.

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01/01/2001

Trieu Khuc, Thanh Xuan, Ha Noi

EDUCATION

Management Information System

Academy Of Finance

09/2019 - 9/2023

SKILLS

Microsoft Office

Canva

English - B1

Problem solving

Communication

Team work

CERTIFICATE

English Output Certificate

Excel For Finance