



TRẦN YẾN NHI

- Ho Chi Minh City •
- 086 235 4416 •
- [linkedin.com/in/tranyennhi/](https://www.linkedin.com/in/tranyennhi/) •
- nhitran1216@gmail.com •

SUMMARY

I have experience in project and key account management, with ability to handle client relationships and collaborate with stakeholders to resolve issues. I'm looking for a full-time position where I can continue to develop and contribute to the company's growth.

WORK EXPERIENCE

Key Account Management, Market Deli Co., Ltd **Dec 2023 - Jul 2024**

- Received and accurately entered customer orders into the sales system.
- Advised clients on products, services, and pricing, and resolved related issues.
- Analyzed customer insights to identify opportunities for up-selling and cross-selling.
- Administered account reconciliations and ensured timely collection of payments.
- Prepared and processed documentations, including contracts, invoices, and payment requests.

Sales Admin Intern, Market Deli Co., Ltd **Aug 2023 - Dec 2023**

- Received and accurately entered customer orders into the sales system.
- Handle customer feedback on products and services.

Sales Intern, EotyGroup JSC **Jun 2023 - Aug 2023**

- Identified and secured new customers through telesales and online channels.
- Received and processed customer orders, resolving any related issues.

EDUCATION

Bachelor of International Business **2020 - 2024**

University of Economics and Law (Vietnam National University - Ho Chi Minh City)

- Relevant coursework in Administration, Finance, Marketing and Import/Export Process.

VOLUNTEERS

Week for Ho Chi Minh City Innovation, Startup and Entrepreneurship 2022

Check-in and coordinator

- Check in guests and visitors before entering the event.
- Guide guests and visitors to the correct event location.

Competency Assessment Exam Vietnam National University - Ho Chi Minh City 2022 & 2023

Coordinator

- Guide candidates and parents to the correct exam location.
- Provide necessary support to candidates and parents.

ORGANIZATIONS

FESE GROUP (an academic group under University of Economics and Law, VNUHCMC)

Oct 2020 - Aug 2022

Member of External Relation Department

- Participate in organizing workshops, competitions, and recruiting new members
 - Find sponsors for competitions
-

CERTIFICATE

- **TOEIC Listening & Reading 750/990** by IIG Vietnam
 - **TOEIC Speaking & Writing 270/400** by IIG Vietnam
 - **Foundations of Project Management** by Google and Coursera
 - **Red Bull On-Premise Sales Virtual Experience Program** by Forage
 - **The Integrated Course in English** by Passage to ASEAN
-

SKILLS

- **Technical Skills:** Microsoft Office, Google Workspace
- **Soft Skills:** Teamwork and individual work, working under pressure
- **Languages:** English