

NGUYEN THI THUY HANG

A highly responsible and results-driven individual with a strong sense of commitment to every task. I excel in both independent and team-oriented work environments, consistently meeting deadlines with quality outcomes. Adaptable and resilient, I quickly adjust to new challenges and working conditions. I am eager to contribute my skills and collaborate with your team to create meaningful value and drive success.

WORK EXPERIENCE

WESET ENGLISH CENTER - Education Consultant Administrative

Agust 2025 - Present

- Managed contracts, student records, class schedules, and coordination.
- Supported and advised students to improve experience and retention.
- Coordinated with teams to organize seminars and education events.

AN CAT TRANDING CO., LTD – K-MARKET - Purchasing Intern

May 2025 - Sep 2025

- Monitored purchase orders, updated import progress, and coordinated with the warehouse team to ensure timely and accurate receipt of goods.
- Consolidated purchasing data by summarizing quantities ordered from suppliers and inputting information into the company's system to support procurement tracking and reporting.
- Assisted in reconciling supplier accounts and collaborated with the accounting department to resolve invoice or payment discrepancies.

→ On average, managed monthly reconciliation for *10–15 suppliers per month*, handling total debt values ranging from *VND 50 million to VND 1.2 billion*.

GS25 - Sales Agent

June 2024 - Jan 2025

- Managed and organized inventory; proposed restocking or clearance solutions to optimize stock levels.
- Monitored product quantity and condition to ensure availability and quality on shelves.
- Provided sales consultations and actively promoted products to increase daily revenue.

SOUTHERN HOMES - Telesale & Customer care

July 2023 - Jan 2024

- Consulting and selling high-end real estate products such as luxury apartments, commercial townhouses and land, with a meeting rate of *7-15 customers/month*.
- Exploiting information and classifying customer needs systematically, supporting personal financial analysis to recommend suitable products.
- Being one of the highly effective TELESALES employees, with a conversion rate from calls to *potential customers of up to 18%*.

Contact

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Educational Background

TON DUC THANG UNIVERSITY

International Business
2022 - present

LE KHIET HIGH SCHOOL FOR THE GIFTED

Major in Mathematics and Information Technology
2019 - 2022

Skills

Soft Skills

- Strong organizational and time management skills
- Creative problem-solving
- Effective teamwork and collaboration
- Ability to meet tight deadlines under pressure

Languages

- English (IELTS 5.5 | APTIS: 171/200)