



# BÀNH MỸ KIM

## CUSTOMER SERVICES STAFF

### OBJECTIVES

I aspire to apply my knowledge and skills to contribute to the company's growth. My goal is to advance in a dynamic work environment, develop leadership skills, and, within the next five years, contribute to major projects, drive innovation, and create sustainable value.

### CONTACT

**Date of birth:** 20/01/2001  
**Phone:** +84 942 763 863.  
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### ACTIVITIES

- HUFLIT Open Day 2019  
Member of Business Administration.
- Delegate Congress of the Student Union of the Faculty of International Business Administration- XI term (2020- 2023).

### HOBBIES

- Join Volunteer Activities
- Explore Nature
- Travel

### SKILLS

- Language: English (Fluency)
- Computer: MOS (Word and Excel)

### EDUCATION

Ho Chi Minh City University of Foreign Languages-Information Technology.  
**Graduate:** 10/2024  
**Faculty:** International Business Administration.  
**Major:** International Business.

### WORK EXPERIENCE

#### Klip Electric Vietnam Company Limited

Sales Administrator  
(June 2023-> Present)

#### Responsibilities:

- Prepare and arrange goods for distribution.
- Manage and control inventory effectively.
- Advise and assist customers regarding the company's products.
- Seek and develop new customers to drive sales.
- Support the execution of sales transactions and order processing.
- Collaborate with team members to achieve common revenue goals.

#### Skills Gained:

- Effective project management skills.
- Ability to analyze problems and make timely decisions.
- Improved communication and customer consulting skills.
- Contributed to revenue growth by negotiating and signing sales contracts worth over 2 billions VNĐ.

### REFERENCES

Ms. Le Thi Hong Loan  
Manager of Klip Electric Vietnam Company Limited  
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