

PAST EXPERIENCE

Activ Store: Wholeslae & Warehouse Manager - Running Products

Decathlon Viet Nam: Cycling Sport Leader

Meatplus Restaurant: Restaurant Supervisor

Kim Nam Group: Human Resource Assistant

Eballs Viet Nam: Coaches & Classes Management

ACTIV STORE | Wholesale & Warehouse Manager – Running Products

2025

Managed warehouse operations, including inbound/outbound goods, product quality inspections, and logistics coordination. Oversaw wholesale operations to ensure smooth sales processes and customer satisfaction. Expanded and developed new distribution partners and retail agencies. Supported the market development and growth of selected brands in Vietnam.

Achievements:

- Successfully recruited and trained 2 members of warehouse team
- Expanded, developed, and managed 9 distribution partners and retail agencies
- Founded and managed the Altra Running Vietnam community group and official fanpage, building brand awareness and engaging with a growing community of runners.

DECATHLON VIET NAM | Cycling Sport Leader

2023 - 2024

Leading cycling department: Recruiting, Training, Coaching of Cycling members to enhance performance and productivity. Managing inventory & merchandising to optimize product range and presentation. Providing customer service both in store and online: ensuring a positive shopping experience. Holding responsibility for the profit and loss of Cycling department.

Achievements:

- Successfully recruited and trained 7 members of Cycling team during one year and identified 2 potential future leaders.
- Organised 4 in-store basketball training events every quarter in 2024, generating an additional, contributing 20% of the store's total revenue in each event days (around 20 million higher than normal day in revenue).
- Achieved a 90% customer satisfaction rate during one year, particularly in handling complaints both online and offline.
- Developed and implemented commercial strategies to boost profitability in the cycling department.
- Led the cycling team to the store's highest revenue during Children's Day and summer events (contributing 120 million to total revenue store in Children's Day).

MEATPLUS RESTAURANT | Restaurant Supervisor

2021-2022

Supporting the manager to screen customers and employees
Training new employees as well as the continuous training of existing staff.
Managing customer relationship
Supervising food preparation and presentation to ensure the food safety regulations

Achievements:

- Frequently complimented on my hard work during 2 years of working
- Praised for superior Service skills (Normally 200 customers a day)
- Highly rated for interpersonal skills with clients (80% received tips from customers)

KIM NAM GROUP | Human Resource Assistant**2019 -2021**

Assisting the manager in hiring and training of new and existing employees
Supporting administrative work in the office.
Scheduling appointments

Achievements:

- All events on schedule
- Cooperated with Vinpearl Ha Long to organise shareholders meeting in 2019 Commended for professional scheduling skills and timely completion of events.
- Ensured office supplies were consistently available and well-stocked.

EBALLS VIET NAM | Classes and Coaches Management**2018 - 2019**

Assisting coach with registers / attendance check / record of keeping
Supervising and caring for students during class.
Ensuring the coaches teach the correct lesson plan.
Coordinating lesson schedules for the coaches.

Achievement:

- Complimented on professional schedule skills
- Successful recruited 2 foreign Coaches from United States
- Visa support for foreign Coaches

EDUCATION**UNIVERSITY OF ECONOMICS - TECHNOLOGY FOR INDUSTRIES****2017-2021**

Bachelor of Business Management

VIET DUC HIGH SCHOOL**2012-2015**

High School Diploma

SPORTS**Trail runner | Hoopster | Skater | Tennis player***Achievements:*

- Cuc Phuong Jungle Paths 70km finisher 2025
 - VMM 50km finisher 2023
 - Silver medal at the 13th Hanoi Youth Basketball Championship for the Gerustar Cup
- 2016 Two years of professional tennis player training in Viettel team

LANGUAGE SKILLS

Fluent Vietnamese

English (IELTS: 6.0)

Vietnamese Standardized Test of English Proficiency: B2