



NGÔ TRẦN NGỌC DIỄM

RECEPTIONIST CUM ADMIN

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OBJECTIVE

Leveraging communication, organization, and information management skills from B2B Sales to develop a career in Administration Office Management. In the next two years, I aim to enhance my task management, document management, and process optimization skills, contributing to the efficient operations of the organization.

EXPERIENCE

■ 09/2024 - 02/2025

PITO JOINT STOCK COMPANY LIMITED

B2B SALES EXECUTIVE

Achievements:

- Signed 4 long-term contracts (6 months - 1 year) for the PITO Cloud Canteen project, generating VND **138,000,000 per month**.
- Signed and renewed contracts with PITO Catering customers, totaling **VND 180,000,000 to date**.

Sales:

- Identified, contacted, and met potential customers to introduce services.
- Coordinated with internal departments to execute events and services.
- Monitored third-party vendors and resolved arising issues.
- Maintained customer relationships for future contract renewals.
- Developed the sales process for the PITO Cloud Canteen project.

■ 8/2022 - 6/2024

GOLDEN ASIA MEDIA - OOH indoor

CORPORATE SALES EXECUTIVE

Achievements:

- Successfully signed multiple long-term contracts (3-6 months) for OOH indoor advertising services.
- **Ranked Top 12** for New Customer Acquisition in January & June 2023.
- **Ranked Top 10** for Exceeding Sales Targets in March & April 2024.

Sales:

- Identified potential clients and proposed suitable Out-of-Home (OOH) advertising solutions.
- Researched, planned, and negotiated deals with clients.
- Managed contracts before, during, and after signing.
- Collaborated with internal teams to address service-related issues.
- Built and maintained a network of nearly 500 potential customers.

Admin:

- Supported recruitment for the Sales team.
- Managed, tracked, and reviewed records and office supplies for the team.
- Organized the Golden Asia Run 2023 event.
- Delivered over 500 presentations across the company.

■ 2/2022 - 6/2022

HA TIEN 1 CEMENT JOINT STOCK COMPANY

INTERN: ADMINISTRATIVE STAFF

- Supported administrative tasks, internal event organization, and meeting room arrangements as needed.
- Managed office supplies, courier services, and printer ink.
- Assist in candidate reception and coordination, schedule interviews, and send emails.

S K I L L S

- Communication skills
- Customer Persuasion skills
- Listening skills
- Teamwork skills & Independent work skill

L A N G U A G E S

- English Communication - Mai Lâm English
- B1 English Certification - HUTECH University
- Professional HR Training - VinaTrain

- Creative skills
- Positive attitude skills
- CRM - BASE

E D U C A T I O N

2018 - 2022

HUTECH UNIVERSITY

Major: Business Administration