

TRAN TRIEU KHANG

PROMOTION STAFF

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212/57 An Duong Vuong street,
Ward 16, District 8, HCMC

Feb 24th, 2025

Dear the HR Department of Circle K Vietnam,

I recently came across a job opportunity your company is actively recruiting for the Promotion Staff position.

Regarding my strengths, with nearly a year of experience in the retail field at Xiaomi Vietnam, I am confident in my knowledge and experience in this field. During my previous role, I had the opportunity to work on promotion policies, product launches, field force management, and the allocation of POSM/materials to stores. Additionally, spending over 70% of my time working with Excel has strengthened my Microsoft Office skills. I am also proficient in English and Chinese communication. Therefore, I am confident I can meet this job requirements that Circle K Vietnam is currently recruiting for.

Regarding my weakness, my experience is primarily in the electronics field, so I understand that the retail in FMCG has many differences that I still need to learn. I believe that the Promotion Staff position will be a great opportunity for me to further develop my skills in this field.

I am readily available for further discussion and would appreciate the chance to explore how I can be a valuable asset to Circle K Vietnam. Thank you for considering my application and I look forward to the possibility of contributing to your team.

Yours sincerely,

Tran Trieu Khang



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PROMOTION STAFF

ABOUT ME

Be disciplined, have a learning and progressive spirit. With a year of experience in retail field, I am seeking a job that aligns with my skills, experience and career orientation while continuing to grow in this field.

EXPERIENCE

05/2024 - 02/2025

Xiaomi Viet Nam

Retail Operation Trainee (Field Force Management)

Operations

- Support FF Manager in managing, monitoring, and evaluating the performance of 2 agencies.
- Evaluate agencies' monthly operational KPIs and ensure timely task completion.
- Collaborate with agencies, logistics teams and RS/RRM to manage and allocate POSM/Material/Uniform for regions.
- Monitor and review the Field Force team in regions, coordinating with the RRM/ASM to ensure efficient operations.

Recruitment & Field Force Management

- Daily update total over 2300 current headcount and tracking agencies' recruitment status.
- Collaborate with RRM and region teams to assist FFM prepare the monthly headcount plan.
- Tracking monthly RS/ASM/RRM/Trainers shop visits.
- Random QC check and handle cases of PC fraud.

Sales Support

- Tracking daily sales record, monitor the monthly performance of PCs.
- Review and handle cases of PCs with no sales or low performance.

07/2023 - 12/2023

Global Online Branding Company

SEO Content Marketing Intern-Collaborator

- Generate ideas and write diverse types of content for clients.
- Supporting the execution of on-page and off-page SEO tasks such as checking and evaluating website traffic, keyword rankings, fixing website errors, link building...

ACHIEVEMENTS

Certificate of Achievement by Dale Carnegie (2024)

Leading Team to Breakthrough Program customized for Xiaomi Vietnam

Science Research


Enhancing customer experience AI-chatbot: service quality, emotional intelligence, and personalisation

The paper has been accepted for publication in Int. J. of Trade and Global Markets

"A" prize of KQM-AR 2022 Research Contest

Joined the ICECH2022 - Science research was published

CONTACT

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EDUCATION

2020 - 2024

University of Economics Ho Chi Minh City
- UEH

International Business | GPA: 8.77

CERTIFICATE

11/2022 TOEIC 815 Advanced
English level

01/2024 HSK5 261/300
Chinese HSKK Advanced level

01/2021 IC3
Office Proficient in
Information Microsoft Office

SKILLS

Teamwork	Time management
Multitasking	Communication
Presentation	Relationship management
Workforce management	