

NGUYEN HOANG SON

0931 543 124 · hoangson9111718@gmail.com · @hoagswn
Hoc Mon - HCM City

EDUCATION AND CERTIFICATION

UNIVERSITY OF FINANCE - MARKETING (UFM)

- Major: Business Administration
- Language: TOEIC (565)
- Internship Score: 9.0 - Thesis score: 9.0
- Microsoft Office Specialist (MOS): Word - Excel
- Year of graduation: 2025

SKILLS

Teamwork
Time Management
Social Media Management

Problem Solving
Sales Support
Business development

Team leadership
Communication
Operations management

PROFESSIONAL EXPERIENCE

Franci Vietnam

Jul 2024 - Aug 2025

HR Intern

I worked in the HR Team. My main tasks were related to documents and basic HR procedures. I supported daily office work and followed the company's HR processes.

Accomplishments:

- Support training activities and basic HR procedures.
- Update employee information and manage HR records.
- Check and revise labor contracts with the HR team.

Nina Trading and Service Co., Ltd

Nov 2024 - Feb 2025

Sales Executive

I contacted customers, introduced products, and supported them during the buying process. My role focused on communication and handling basic sales tasks.

Accomplishments:

- Contact customers to introduce products and services.
- Discuss prices and prepare simple contract documents.
- Provide customer support during the product usage process.

Trung Nam Phuong Production – Trading Co., Ltd

Mar 2025 - Dec 2025

Sales Executive

Managed simple media activities and supported recruitment when needed. I also looked for potential customers for the company.

Accomplishments:

- Manage social media pages (Facebook, Zalo, TikTok).
- Support basic website administration tasks.
- Assist in recruitment activities.
- Find new customers and maintain customer relationships.