



08/09/2002



Female



tranphungphi892@gmail.com



0907408274



83 Nguyen Dinh Chinh, Ward 15, Phu Nhuan, HCMC

TRAN PHI PHUNG

INTERNATIONAL SALES EXECUTIVE

CAREER OBJECTIVE

I look forward to gaining more skills and experience with the goal of becoming an excellent employee. Although I had limited practical exposure, I had the ability to learn quickly and was willing to face challenges. After learning about the company, I believe that the dynamic environment here provides me with great growth opportunities. I look forward to contributing to the company's future capabilities.

WORK EXPERIENCE

04/2020 - 10/2023

THE ADORA

Position: PARTIME SERVICE STAFF

Description:

Prepare before the event:

- Set up tables and chairs and wedding space: Arrange tables, chairs and space to ensure a smooth party.
- Greet and greet guests: Greet guests enthusiastically and guide them to a sitting position.

Order Recognition:

- Record information about guest orders, including guest numbers, menus, and special requests.

Food and beverage service:

Bring food and drinks to each table in order.

- Make sure guests are served attentively and on time.

Customer support and advice:

- Respond to guest questions about menus, services, or other requests.
- Solve problems that arise during the party.

Cashier and bill payment:

- Collect money from guests after they finish the party.
- Make sure invoices are calculated correctly and paid conveniently

Post party cleanup:

- Gather tables and chairs, collect leftovers, and clean the space.
- Prepare for the next party.

Notes and reviews:

- Take note of important information about the wedding reception.
- Comment on the performance of yourself and your colleagues to improve future work

07/2023 - 11/2023

BLV IMPORT EXPORT - TRADING - PRODUCTION COMPANY LIMITED

Position: INTERN

**Description:**

- Check the progress of delivery and receipt of goods
- Update and track the status of shipments on the import and export management system
- Informing customers about the progress of goods movement
- Contact an international lines/agent to negotiate the best rate
- Ask for Dem/Det number and make a booking to send to Sales or Delivery department
- Coordinate with many other departments to plan the export and import of goods
- Support Sales/Docs team to document shipments, ETA checks
- Make transport invoices, inbound notices, invoice systems, packing lists ...

02/2024 - 03/2024

THISO RETAIL CO., LTD

Position: SALESPERSON LOCKNLOCK VIETNAM

Description:

- Consulting, introducing products to consumers
- Arrange and display products
- Order/inventory tracking
- Make sure the booth is always clean and tidy
- Sales report
- Other jobs at the request of superiors.

09/2024 - 01/2025

P2P MARKETING COMMUNICATIONS COMPANY LIMITED

Position: ADMIN

Description:**Event Planning & Coordination**

- Manage event schedules and ensure tasks are completed on time.

Support different departments, such as marketing, logistics, and human resources.

- Communicate with vendors and service providers (venues, equipment suppliers, staffing agencies, etc.).

Document & File Management

- Organize and maintain contracts, invoices, and other event-related documents.
- Prepare post-event reports and collect feedback for improvement.

Ensure compliance with permits and legal requirements for events.

HR & Financial Support

- Manage event staff lists, including MCs, PGs, PBs, and support personnel.
- Track event expenses, assist with budgeting, and coordinate with the accounting team.
- Support recruitment and training of temporary event staff.

Office & Logistics Management

- Order and prepare necessary supplies and equipment for events.
- Ensure the office is well-equipped and running efficiently.
- Arrange transportation for staff and guests when needed.

Communication & Client Relations

- Assist clients with event-related inquiries and support.
- Maintain and update guest lists, including VIP attendees.
- Support marketing efforts, such as sending invitations and managing guest lists

EDUCATION

10/2020 - 10/2024

BACHELOR INTERNATIONAL BUSINESS

School / Training School: UNIVERSITY OF INDUSTRY AND TRADE HCMC

Classification: Good

Faculty: BUSINESS ADMINISTRATION

Major: INTERNATIONAL BUSINESS





Description:

I have learned about fields specializing in business and management activities related to trade, investment, and cooperation between different countries. Through activities, I have gained knowledge in principles of cross-cultural management, financial fundamentals, logistics and import-export, tactical analysis and strategic planning of international business, international investment and economic development, international business law, international marketing, and e-commerce.

FOREIGN LANGUAGE		COMPUTER SKILLS	
English	★ ★ ★	Ms Word	★ ★ ★ ★ ★
Chinese	★ ★	Ms Excel	★ ★ ★ ★
Taiwan	★ ★	Ms Power Point	★ ★ ★
SKILLS		INTERESTS	
Time management and work organization		Tactical Games & Puzzles	
Goal attainment and planning		Trading products on the e-commerce platform	
Discover yourself		Union, Association and Club activities.	
Find a job and conquer employers		Volunteer, volunteer.	
		Drive, go on road trips.	