

Lương Thị Thảo Nguyên

Administrative Officer

20/01/1998

0708518588

Tan Binh District, HCM city

Pemale

lttn.0120@gmail.com

None

EDUCATION

Sep 2016 >> Mar 2021

O VAN HIEN UNIVERSITY

Hospitality Management GPA: 3.0/4

WORK EXPERIENCE

Feb 2023 >> Sep 2024

5 FUJITSU VN LIMITED

Administrator Cum Sales Assistant

Administrator

- Sort all mailing, shipping, packages, and deliveries.
- Handle in-coming/out going mails and receive incoming phones.
- Perform general administrative support such as travel arrangement for staff, arrange office supplies, cleanness of the office, meeting room reservation.
- Support documents for visitors. Book hotel and travel arrangement for visitors.
- Check, record and prepare administrative reports such as office rental fee, monthly telephone charge, taxi, car rental, printing, stationary expense as well as other office expenses.
- Coordinate with Hanoi Admin team for fixed asset management.
- Coordinate to organize company internal event.
- Assist onboarding/offboarding process for staff.

Sales Assistant

- Prepare Quotation, BAP, Contracts, Bidding documents and other documents as assigned by managers.
- .- Cooperate with presales team, sales team to make proposal with customers. Follow up to ensure the deals are properly closed, contracts/POs are properly signed off, and invoices are issued to avoid unnecessary risk.
- Create, maintain, and manage customer record. Create, update internal reports and keep records as policy.
- Corporate with marketing for event, exhibition support when required.
- Ensure all transactions strictly complied with group/company policies & procedures and local legislation.
- Adopting the CRM for forecast management.
- Pipeline report, Sales intelligences & Productivity monitoring.

OBJECTIVE

I'm currently looking for a full time position in an environment that offers a greater challenge, increased benefits for myself, and the opportunity to help the company advance efficiently and productively. With a hardworking, cheerful, patient attitude and listening. I will always work at full capacity, coordinating with the team for the job to be completed efficiently. I worked in a dynamic environment, communicating with clients everyday, I always smiled to accept complaints, and give the best solutions to customers above all, always get along with colleagues and team always want to learn to improve the experience of customer service, progress in work.

Aug 2021 >> Dec 2022

NOVA SERVICE

Administrative Officer

Task 1: Perform administrative work

- Perform search, evaluation and selection, negotiation and signing of procurement agreements/contracts with suppliers.
- Make payments, advances, and reimbursements of expenses accurately, on time, and in compliance with applicable procedures.
- Manage, transfer/liquidate assets economically, accurately and quickly.
- Make orders and manage stationery/other goods for the unit's activities.
- Arrange space/workroom, stationery, taxi card, phone... for new employees; and arrange the working space when there is a change in the personnel structure.
- Set/manage meeting schedules/make minutes of internal and external meetings of the unit and monitor the implementation of the agreed contents in the meeting minutes.
- Monitor and manage the unit's operating budget according to the approved budget.
- Manage the unit's shared taxi card and confirm monthly expenses.

Task 2: Perform the work of controlling records, signing, and archiving

- Checking documents before submitting for signing, signing and tracking records in circulation.
- Drafting forms, administrative documents, notarizing documents at the request of superiors. Manage the company's seals.
- Organize and maintain records according to relevant procedures/regulations, control the extraction for all entry/exit records.
- Make reports as directed by the Head of Unit.

CERTIFICATIONS

2020

MICROSOFT OFFICE EXCEL CERTIFICATE IIG VIETNAM

2020

MICROSOFT OFFICE WORD CERTIFICATE IIG VIETNAM