



BAO TRAN

Sales Executive & Administration Officer

PROFILE

26/02/1990

Female

0987948069

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111 Quang Trung St, Tang Nhon Phu B Ward, District 9, HCM.

OBJECTIVE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable management skills.

SKILL

Negotiable- Problem- Solving

Self-disciplined

Proficient in Microsoft Office

Fluent in English

Good communication

INTEREST

- Reading
- Photography
- Sports
- Travel

EDUCATIONAL HISTORY

2009 - 2013

Huflit University School

Certificate:

International Business Management

WORK EXPERIENCE

June 2016 - Jan 2017

Sales Executive

8899 Recruitment

- Define Client's demands
- Negotiating terms of sales and agreement and closing sales with Customers
- Gathering market and Customer information to figure out the Customer needs
- Providing Customers with detailed and accurate quotations and cost calculations
- Creating proposal documents as part of the formal bidding procedure

February 2017 - January 2018

Sales Executive

Vinaday Goreise

- Seeking for new Clients in order to expand the company's market
- Maintaining minium margin for each quotation
- Using sales techniques and knowledge to promote the company products & services
- Follow up payment of travelers and overdue before the trip starts
- Providing all relevant and useful information, brochures and publications to travelers
- Diagnose traveler's demands and budget in order to offer suitable advices
- Reach department's revenue and profit targets

April 2018 - May 2021

Administration Officer and Supporting Depts

Chubb Insurance Ltd

1. Admin Tasks

- Post office: make weekly trips to the post office & send mail parcels
- Personnel: follow up staff birthdays, send e- cards, staff birthday party, employee of the month
- Office supply inventory: maintain as adequate stock of office supplies, printer catridge, paper
- Cash advance management: receive & manage advances from Admin & FA for payments
- Make payment slips of office expense
- Matters concerning the management & OPS of company vehicles, taxi, grab, book accommodation

- Matters concerning rental contract/ service contract of office
- Telephone reception: take & deliver message for EVN & partner staff
- Correspondance record: maintain log of documents & materials that are sent out by ENV

2. Supporting for F.A Dept

- Issuance E-invoice
- Consolidate duplicatte invoicesfrom system
- Issuing report montly for F.A Dept

3.Sale & CS

- Approaching Clients by available data
- Making appointment to offer the reasonable quotations for Clients
- Attend conferences, workshops, and/or other projects as required by department's manager in order to get updates

June 2021 - Current

Sales support and Cs

Thien Huong Spa Company

- Work closely with other Departments for the arrangements of Guest's transportation, massage, turndown service
- Calling and follow up the old and new Clients to expand The Company size.
- Supporting sell the tickets
- Welcoming Guests & other tasks