



## EDUCATION

### UNIVERSITY OF FINANCE - MARKETING

SEP 2013 - MAY 2017

Major: Valuation



## WORK EXPERIENCE

### INTAGE VIETNAM (FTA FORMER) | MARKET RESEARCH | 99 NGUYEN CUU VAN, WARD 17, BINH THANH DISTRICT, HO CHI MINH CITY

MAR 2014 - AUG 2015

Collaborator

#### + Job descriptions and responsibilities:

- Setting up market survey via means of media such as cellphone, social network ..
- Recording the personal interviews, feedbacks from customers then analyze it and give the strategies for customers
- Working as a member of a team to contact, invite consumer to take part in the survey to get the information of product as customer 's requirement
- Collecting the data from the market about consumer 's demand, market share, marketing method ...

### TANO BAKERY | 361A PHAN XICH LONG STREET, WARD 3, PHU NHUAN DISTRICT, HO CHI MINH CITY

OCT 2015 - JAN 2017

Store manager

#### + Job descriptions and responsibilities:

- Selling cakes at the shop and giving suggestion for some customers having the demand for specially custom cakes and delivery it to their homes.
- Observing the processing orders then notify them to product department in order to make sure that the cakes will be delivered on time.
- Taking full advantage of special time which can bring handsome income for company such as Noel, Valentine day, Woman 's day ... to make appropriate daily order for the store.
- Applying the product promotion, decor the store along with bandroll, standee according to marketing plan.
- Checking the quality and quantity of daily order
- Arranging the employee shift and address unpredicted situations of staffs
- Making schedule for monthly facilitate maintenance to work efficiently and minimize productively the unexpected expenditures.
- Keeping the store always clean and bright.
- Creating innovative, supportive work environment and giving staffs responsibility to help each other because of the store revenue which is about 300 million VND/month.
- Making daily, weekly, monthly detail report to direct manager and analyzing the revenue, expenditure, the number of customers, the merit and demerit of the best/worst cake and give the solutions for the problems.
- Assessing employee competencies and skills accurately at the end of month and training new staffs properly.

### NANAKIDS STORE |KID WOOD FURNITURE| 128 CONG HOA STREET, WARD 4, TAN BINH DISTRICT, HO CHI MINH CITY

JAN 2017 - MAY 2017

Store manager

#### + Job descriptions and responsibilities:

- Selling and consulting carefully for consumers about wood furniture for children such as bunk bed, crib, wardrobe... at the store.



13/02/1993



Male



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## SKILLS

English proficiency (IELTS 6.0)

Computer proficiency (Excel skills)

Teamwork

Planning and organizing

- Making the rule and working process for store .
- Arranging the employee shift and addressing unpredicted situations of staffs.
- Catching up on the the most conspicuous trend of wood furniture to give adequate, appropriate advice for customer.
- Utilizing the advantage of every kinds of product to train new staff and convey it to buyer.
- Developing store culture and supportive work environment to make sure the stability of monthly average revenue
- Supporting marketing department about the decoration at the shop and give some solutions such as discount for special days, golden hour, vip member, which can boost the income and bring huge profit for company.
- Making schedule for monthly facilitate maintenance to work efficiently and minimize productively the unexpected expenditures.
- Paying attention to delivery schedule, contact to warehouse to guarantee the package will be transported punctually.
- Reporting to direct manager about daily, monthly, weekly revenue, profit and expenditure, observe and studying about the factors which increase/decrease the monthly income then find appropriate method to solve the problem.
- Ensuring the monthly average revenue ranging from 400 million vnd/month to 500 million vnd/month.
- Assessing employee competencies and skills accurately at the end of month.