

RESUMÉ

I. PERSONAL INFORMATION:

Full name: **Vuong Hoang Duong**

Gender: **Male**

Date of birth: **June 20th 1990**

Place of birth: **Ho Chi Minh City**

Nationality: **Vietnamese**

Telephone: **0906 379 358**

Email: **vhg.duong@gmail.com**

Current address: **61 Pho Quang Street, Ward 2, Tan Binh District, Ho Chi Minh City**

II. INFORMATION OF JOB APPLIED:

Position applied: **Training Executive**

Working location: **Ho Chi Minh City**

III. QUALIFICATIONS or CERTIFICATIONS:

Time		Name of Educational Institution	Degree/ Certification	Major subject
From	To			
2008	2012	Hoa Sen University	Bachelor	Human Resource Management
April 2013	June 2014	HR International Training Center	Professional HR Certification	Human Resource Management
June 2015		Phu Nhuan Jewelry Jointed Stock Company	Train the trainer	Soft Skill

IV. WORK EXPERIENCE:

- **From July 2014 to Present: Training Executive at Phu Nhuan Jewelry Joint Stock Company**
 - Follow-up annual training plan
 - Project holder of re-built training road-map for sales men
 - In charge of training:
 - Induction (Orientation programme)
 - Product knowledge (basic about Gold and Silver Jewelry)
 - Portrait of Sales men (definition of sales, customer; roles and responsibility of sales men; basic about communication skill)
 - Professional Sales Skill (question making skill; 04 steps of sales skills)
 - Assess sales men capacity after 02 month training
 - Project holder of outlet assessment (about 7Ps at outlet in retail industry)
 - Admin of all internal and in-house training courses
- **From July 2013 to June 2014: Training and Recruitment Staff at Phu Nhuan Jewelry Joint Stock Company**
 - In charge of sales men recruitment (Ho Chi Minh city area)
 - Follow-up annual training plan
 - Admin of all internal and in-house training courses
 - In charge of training Induction for new – comers
 - Manage training data

- Design Training plans for all new sales
- Cooperate with Department Manager to design training plan for some office positions
- In charge of developing Orientation program (re-built Induction slides, design Orientation video clip)
- Design slides and train for sales and some office positions:
 - Knowledge about PNJ products: Silver Jewelry, Gold Jewelry
 - Basic Communication Skill
 - 04 steps of Sales skills
 - Translate some Sales Training document from English to Vietnamese

➤ **From November 2011 June 2013: Human Resource Staff at CMC Telecom Joint Stock Company**

- **Training:**
 - Follow-up annual training plan for Branch
 - Manage training data of HCM Branch
- **Recruitment:**
 - In duty of hiring sales and all office position of HCM Branch.
- **Administration.**

V. REWARDS AND HONORS:

- April 2015 & November 2014: **Employee of month**
- December 2013: **Good Employee** of HR Dept - PNJ
- April 2013: **Employee of Year** – CMC Telecom
- 2012: **Graduate in Good level** – Hoa Sen University
- 2012: **Third Prize** of “Professional HRM Contest” – Hoa Sen University
- 2010: **Encourage Prize** of “Scientific Research Paper” with topic “Employee Engaged Strategic” – Hoa Sen University

VI. REFERENCE:

Referee's name	Position	Company	Telephone	Email	Relationship
Trần Anh Long	Ex-Training manager	PNJ	0908 192 455	trananhlong@outlook.com	Line manager
Nguyễn Đức Dương	Training Staff	PNJ	01653 736 548	ndduong.pns@pnj.com.vn	Workmate
Phạm Thị Bích Đào	HR manager of Southern Branch	CMC Telecom	0969 246 245	dao.ptb@cmctelecom.vn	Line manager

--- Thanks for your reading and hope to receive your response ---