



Nguyen Thi Thu Huong

📅 27/08/1995

👤 Female

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Hanoi

CAREER OBJECTIVE

My objective is to obtain a position in a professional office environment where my skills are valued and can benefit the organization.

EDUCATION

ENGLISH LINGUISTICS

10/2013 - 05/2017

HANOI UNIVERSITY OF INDUSTRY

Bachelor Degree

GPA: 3.1/4

JAPANESE

2014 - 2017

NUI TRUC JAPANESE CENTER, HANOI

WORK EXPERIENCE

SALES ADMINISTRATION (INTERN)

01/2021 - 3/2021

TERUMO VIETNAM MEDICAL EQUIPMENT CO., LTD

- Preparing OPS, tender and goods delivery document
- Checking Tender invitation in details with review by Marketing team
- Translating document which relevant to tender document
- Support activities for exhibition, workshop, meeting and other admin tasks

SALES ADMIN (SHORT-TERM)

06/2020 - 9/2020

MEIKO ELECTRONICS VIETNAM CO., LTD

- Developing and maintaining business relationships with customers.
- Having knowledge and production process of printed circuit board.
- Be responsible for contacting customer order information, and coordinate with other departments to monitor the progress of delivery, respond related complaints.
- Processing import and export documents, payment procedures, contracts.

SALE REPRESENTATIVE / CUSTOMER SERVICE

05/2017 - 3/2020

DUTY FREE SHOPPING - NOI BAI INTERNATIONAL AIRPORT

- Work with vendors to ensure product quantities and models, associating with the accounting department on import and export plans
- Supporting warehouse management and related documents
- Promoting sales, tracking promotions, reaching sales targets
- Continuously improving the conversion rate from non-buying to buying customers, and improving customer service quality
- Taking part in training courses from luxury brands in the world (Longines, Gucci, Dior,...)
- Taking care customers on issues that arise after-sale

SKILL

CERTIFICATION

Communication



Computer skills (MS, Excel, Outlook, PP)



ADDITIONAL INFORMATION

- Extremely high discipline and patience
- Intensive knowledge about Japanese, English culture and people
- Having variety of consulting experiences.
- Excellent writing about short stories with deep experience on websites

- Certificate of N3 Japanese-Language Proficiency Test 2020

- IELTS Certificate issued by Faculty of English Linguistics, Hanoi University of Industry (6.5 IELTS in internal contest) 2017

AWARD

Excellent performance at Duty Free Shopping Group 2018, 2019