PHAN VIET TIEN

ABOUT ME

A diligent, progressive person who has experience working with data and analytic, maintain data for application and devices at MNC company. Seeking to apply my detail-oriented and high adaptable personality to fulfill employer needs. Possess familiarity in computer technology and communication.

CONTACT

Address:
Ho Chi Minh, Vietnam

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0902 70 4353

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SKILLS

Analytic Tools
Excel, Power BI, Basic SQL

Microsoft Office
Powerpoint, Word

Fluent communication
Vietnamese & English (verbal & oral)

Presentation with confidence.

Details oriented and logical thinking.

Time managment.

Good at design and visual display.
Photoshop & Illustrator

EDUCATION

International University - VNU HCMC

Business Administration

Upper Second Class Graduated

EXPERIENCES

SALES FORCE EFFECTIVENESS EXECUTIVE   **DKSH VIETNAM**
JUNE 2020 - PRESENT

1) Data Analyst:
- Prepare database for internal reports, dashboards.
- Provide PowerBI dashboards (sales performances, activities tracking, brands tracking etc.) daily/weekly for managers to have prompt action.
- Sales support activities: tracking sales plan/target, tracking & calculating incentive based on given scheme.
- Update daily performance dashboard for detail insight of salesteam working behaviour.
- Define and validate geolocation from salesteam to update customers' coordination for GPS validation report.
- Provide ad-hoc reports for additional projects.

2) Software Support:
- Receive feedback from users, transfer into system requirements, then communicate with IT team to solve problem, ensure application provides adequate data and works properly.
- Maintain and update mobile app data that support sales activities.
- Receive testing apk from IT team to perform User Acceptance Test (UAT) and give feedbacks / results via test script.
- Prepare documents for training session, perform presentation to deliver user tutorial when new features is released.
- Install and setup mobile application on android tablets.

Achievement:
* To transform most of existing reports - which are in Excel format into PowerBI dashboard. PowerBi dasboards provide user's interactive and faster response time, and the ability to connect directly to databases. This reduces the time to complete reports and increases the information that managers can have than traditional Excel reports.

WEBSITE ADMINISTRATION INTERN   **NGUYEN KIM JSC.**
APR 2019 - SEP 2019

- Maintain product information (price, specification, description), promotion via ERP software.
- Conduct content for social media platforms.
- Manage video shooting session

OPERATION STAFF   **LUNE PRODUCTION**
MAY 2018 - MAR 2019

- Provide English tour guide at pre-show.
- Welcome and support customers during show time.
- Ensure company's policies are followed.

DESIGNER COORDINATOR   **UNIVERSITY YOUTH UNION**
2016 - 2018

- Design POSM materials for events.
- Work with other department to generate idea for event.
- Organize monthly events for university students