

TRAN THI LAN ANH

DIRECTOR ASSISTANT

EDUCATION

2012-2016

- VIETNAM AVIATION ACEDAMY
- Major: Air transport business management.
- Rank: Good.

08/2022-10/2022

- UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES
- Degree: Archival Document
- Rank: Very Good

EXPERIENCE

NOW 2024: WEO DESIGN ARCHITECTURE AND INTERIOR COMPANY LIMITED

- DIRECTOR ASSISTANT cum SALES STAFF
- Internally manage inside the Company, from the office and factory.
- Arrange the schedule smoothly for the Managers, partners and customers.
- Mange income and expenditure properly, prepare receipts, contracts for signing.
- Scan CV, contact, interview and recruit employees and team members.
- Check, negotiate and approve content for the Marketing team.
- Manage fanpage, received inquires from customers and contactc them (admin role).
- Call customer data, filter data, take care of customers.
- Close sales and prepare contracts.
- Do survey construction sites and projects
- Recruit employees.

01/2023-02/2024: HOANG ANH

TELECOMMUNICATIONS COMPANY LIMITED

- Sales staff.
- Negotiate with building investors.
- Sign contracts to invest in telecommunications infrastructure in buildings.

2020-1/2023: MALLOCA KITCHEN EQUIPMENT COMPANY LIMITED

(SUBSIDIARY OF AN CUONG GROUP)

- Showroom staff

ABOUT ME

I am a progressive person, who constantly learn and change to adapt to any environment. With the spirit of overcoming difficulties under high pressure, I am confident to join your team. I enjoy living a healthy, sociable and pro-active life , which brings a comfortable and safe feelings for everyone around me. I've got high sense of responsibility for everything I do. Hence, I would say I will soon become a capable and trust worthy member in your company.

CONTACT



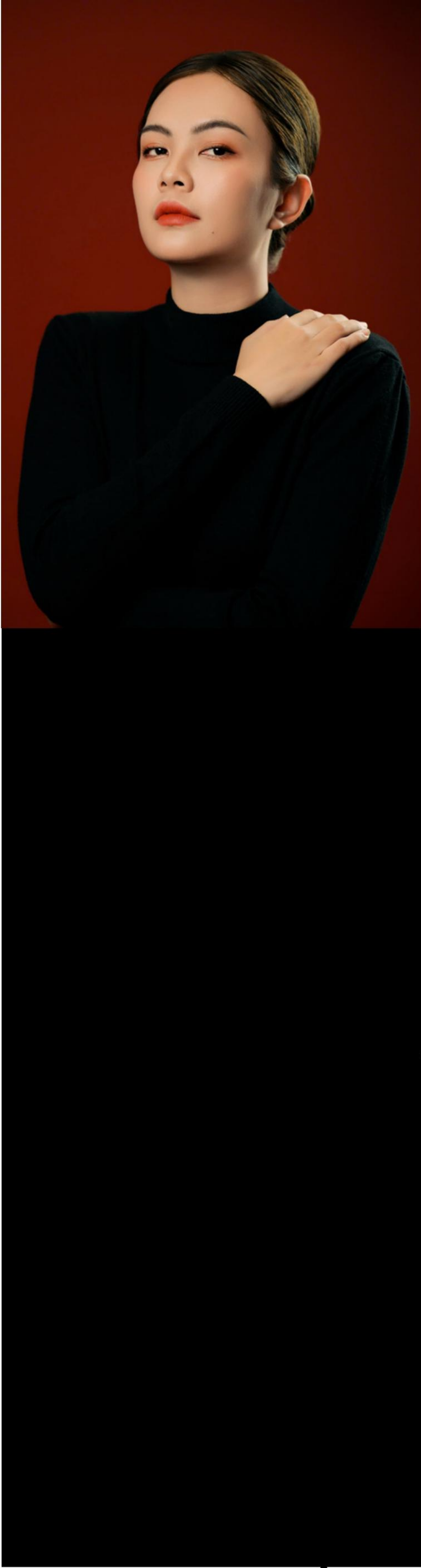
141/69 TL19 st, Thanh Loc Ward, District 12, HCM City.

SKILLS

- Strong communication
- Leadership and teamwork
- Tiktok film acting
- Negotiating
- Creating content
- Designing Canva, Capcut

LANGUAGE

- English TOEIC 555



2016: VIETJET AIR JOINT STOCK COMPANY

- Airline representative

2016: HAI LONG TELECOMMUNICATIONS COMPANY LIMITED

- Director's Secretary



HOBBIES

Going to temple, climbing, travelling, chatting



ACHIEVEMENTS

- Within 7 months of working, I signed 7 big and medium contracts with a total value of nearly 9 billion VND.
- Recruited many employees with good commitments for the company.
- Self-applied for construction permits for the owner of the Manhattan Vinhomes Grand Park villa in District 9.

