



NGUYỄN PHƯƠNG THẢO

Sales Representative

Profile

I am a friendly and upbeat person who works well with others but is also driven and motivated on my own. I stay organized, plan ahead, and manage my time effectively. I am always excited to learn new things and take on new challenges. I am eager to join a dynamic and innovative organization where I can play a key role in its success and continue to hone my skills and expertise.

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Skill

- Meticulous work ethic, ensuring accuracy and thoroughness in every task
- Solid communication and interpersonal skills
- Proven customer relations experience
- General office skills as well as experience handling multiple tasks and time management
- Customer Relationship Management
- Microsoft Office certificate for Word, Excel; also proficient in Canva
- Good reading comprehension skills (TOEIC certification included).

Education

Industrial University of Ho Chi Minh City

2017-2021

Biotechnology Engineer

- Participated in the seminar "Announcing Abstract of the thesis to the Second Youth Science Conference, 2020".
- Research and Defense of Graduation Thesis: "Investigation of Some Biological Activities of Extracts from *Cordyceps Militaris* Cultivated in Vietnam".

Goal

- *Short term goal:* To grow as a successful salesperson by contributing to a company's revenue growth through effective client management and sales strategies.
- *Long term goal:* To progress into a leadership role where I can lead high-performing sales teams, develop sales strategies, and contribute to the overall strategic growth of the company.

Work Experience

May
2022

-
June
2024

SALES REPRESENTATIVE

Orits Home LLC

- Proactively identified and acquired new clients through market research, networking, and targeted outreach.
- Managed the entire sales process from initial contact to contract signing, ensuring clear communication and effective negotiation to meet both client and company needs.
- Delivered comprehensive client support throughout the project lifecycle, maintaining strong relationships and ensuring a smooth project handover and high client satisfaction.

Achievement

- Exceeded sales targets by achieving over 150% of the revenue KPI in 2023 and 130% in the first six months of 2024.
- Received the 'Fastest Growing Employee' award in 2022 for outstanding performance and rapid development in sales skills and client management.

Sep
2021

-
Jan
2022

SALESPERSON

Van Kim Jewelry Store

- Provided personalized suggestion to customers, recommending the most suitable products based on their needs.
- Being meticulous and careful at work ensures accuracy and builds trust through high-quality results.
- Gaining new knowledge about jewelry trends and techniques enhances creativity, expertise, and customer satisfaction.

NGUYEN PHUONG THAO

Ho Chi Minh City

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Ho Chi Minh City, October 2024

Dear Sir/ Madam,

I am excited to apply for the Sales Representative position at your company.

I have a Bachelor's degree in Biotechnology Engineering and have developed my writing and creative skills through various research projects. I was an intern in the biochemistry department at Thong Nhat Hospital, which served as a stepping stone for me to access medical equipment and gain additional knowledge related to my field of study. I have gained two years of experience in the business field, managing customer relationships and effectively building trust to foster long-term connections. I am confident in my ability to negotiate and persuade to achieve revenue targets. Furthermore, I have experience in the education sector by tutoring students from Secondary to High School and handling issues with parents, providing regular updates and building strong relationships with them. My sense of responsibility, attention to detail, and meticulousness have helped me succeed in my work and overcome difficult circumstances. I am also skillfully in Microsoft Office and am improving my English communication skills to better meet the company's needs.

My qualifications and experience are shown in the attached resume. I would be grateful for the opportunity to schedule a meeting in person to discuss your needs in this position.

Thank you for considering my application and I hope to hear from you soon.

Sincerely,

Nguyen Phuong Thao