



## CONTACT



## EDUCATION

Major: Chemical Engineering

## Learning: Polymer Material

## SKILLS

- AUTOCAD DRAWING
- TOEIC
- MOS OFFICE
- ROSY

## EXPERIENCE

**RONG PHUONG BAC CO., LIMITED**

## SALE PROJECT

Mar 2024 - Now

- Meet clients to understand requirement and make sales
- Manage project fully end to end
- Manage the sales process: quotation, contract, payment
- Manage PO with Rosy software
- Handle client interactions and oversee projects

**TECH-LINK SILICONES VIETNAM CO., LIMITED**

SALE ADMIN

Jan 2023 - Feb 2024

- Process order purchase, contract
- Handle internal documents
- Update delivery schedule, sale detail weekly
- Prepare import and export document
- Track payments from customers

**TM GROWN INTERNATIONAL., CORP**

SALE EXECUTIVE

Jan 2022 - Dec 2022

- Maintenance of existing customer and finding a new potential customer
- Set up the conference to understand the requirement for product
- Take sample materials and develop them for a quotation
- Managing the sales process: quotation, contract, payment