



RUBY NGO

BUSINESS MANAGEMENT ASSISTANT

CONTACT



[Redacted]



[Redacted]



Binh Thanh Dist. HCMC. VN

SKILLS

- Negotiation
- Research Production
- Assistant
- Relationship Management
- Customer Support
- Detailed Attention
- Administrative Management
- Customer Experiences
- Internal Communications
- Public Relation Management
- Purchase Management

About Me

Design a schedule for business leaders that increases productivity and improves communication processes. Growing in a professional business working space, upgrading myself, and always feeling productive. Be able to work multitask, and enhance productivity.

Experience

04/2024 - Present: BSB Nanotechnology

Senior Secretary to CEO

- Manage schedule and arrange CEO meetings and appointments.
- Keep track of the CEO's work, maintain a work diary, and schedule work for the CEO. Taking and MOM
- Make and confirm travel arrangements; Prepare travel documents;
- Ensure confidentiality of work information;
- Prepare presentation and translate to English version in need.
- Coordinate with departments for project delivery.
- Write regular and in-process reports as requested by the CEO;
- Support, implement and follow up the assignment of duties from the CEO.

10/2020 - 02/2024: PS Processing Import and Export

Assistant to Managing Director

- Provide comprehensive administrative support to the Director, including managing schedules, coordinating meetings, and appointments, and handling correspondence.
- Take care and manage travel arrangements, including booking flights, accommodations, and transportation, while ensuring cost-effectiveness and compliance with the company policies.
- Prepare information and edit documents, presentations, and reports for internal and external distribution, ensuring accuracy and professionalism to have brief meetings, training, or meeting with clients, and suppliers.
- Research supplier/customers/competitor information to support decision-making processes and business initiatives.
- Handling client accounts and updating any changes, and problems to MD
- Communicate with suppliers to ensure timely delivery of materials.
- Manage procurement processes, including issuing purchase orders and tracking deliveries.
- Negotiate contracts and agreements with suppliers to ensure favorable terms for the company.
- Monitor supplier performance and address any issues or concerns promptly.
- Collaborate with all staff effectively, and liaise with other departments and teams to facilitate cross-functional collaboration and ensure smooth workflow
- Work closely, cultivating positive relationships with authorities and department contacts to promote the company's interests.

EDUCATION

2010-2012

CAMBRIDGE INTERNATIONAL
INSTITUTE

Advanced Diploma of Business
Management

LANGUAGES

- Vietnamese (Native)
- English (Fluent)
- Japanese (N5)

08/2020 - 12/2020: Warren B Consultancy

Account Manager

- Build and manage long-term relationships with clients
- Research and making Lead Generation and approach with the notice of their need.
- Be responsible for developing and maintaining relationships with our clients.
- Understand their business needs and consult them with tailored solutions and strategies to help them achieve their goals.
- Identify new business opportunities and generate leads.
- Collaborate with cross-functional teams to deliver exceptional client service.
- Prepare and present reports on account performance and progress.
- Stay updated on industry trends and market conditions.

10/2015 - 05/2016: Vinpearl

Marketing Communications Manager

- Support other departments with design and presentation plans.
- Create and manage the content marketing strategy such as newsletters, complementary, emails/letters, backdrops
- To organize the track, develop the marketing plans and advertising projects, and report to the GM
- Creating and attending hotel events.
- Take responsibility of customer relationships and client communications
- Coordinate and respond to facility inquiries and liaison with vendors.
- Organize and maintain the schedule of meetings and other spreadsheet data.
- Arrange the meetings, conferences, and teleconferences; organize, prepare agendas and take meeting minutes Drafting clear, accurate, correspondence, presentations, remarks, reports and other documents from brief instructions
- Involving in hotel organization, such as focusing on marketing market, numbers of sales, comparing and trying to increase the revenue daily, weekly, monthly, seasonal

09/2014 - 07/2020: House Hunters International (USA), SBS (Australia), ABC News (USA), Very (Singapore), Itchy Feet Media (Australia), Leopard US

Freelancer Fixer - Interpreter/Translator

- Arrange filming permit
- Liaising with local business/people to inspect and making appointments
- Making the transcript for the footage
- Researching and making actively contingency plan in case of any rejection
- Arrange accommodation and ground services
- Provide/support other services according to the producing process such as Drone (flycam), Moving house, helicopter...
- Inspecting and giving the local main role the brief information but deep understanding about the project, casting according to the need of the project
- Follow up the plan and make sure all contacts, events ... are able to be on board.