



CURRICULUM VITEA



Full name : Do Thi Le Huyen

Mobile phone : +[REDACTED]

Email : [REDACTED]

Current address : No. 188/2 Tran Quoc Thao Street, District 3, Ho Chi Minh City.

Professional summary

Highly qualified, result-oriented and skilled professional with over 18 years of experience in finance, purchasing, sales and management.

Would like to dedicate my skills and experience to the company development.

Core Strengths

- ✓ Well organized, self-initiative, proactive and paying attention to details.
- ✓ Have good negotiation and problem-solving skills.
- ✓ Have good teamwork and management skills.
- ✓ Deadline-oriented, confidentiality & thoroughness.
- ✓ Quick learning, responsible at work.

WORKING EXPERIENCE

❖ **From (mm/yyyy)** : 3/2022 **to (mm/yyyy)** : 10/2023

Company name : 3Design Technologies Co., Ltd.

Position/title : Manager

Company business: software reseller

Key duties/responsibilities:

- Represent the company to work with partners and customers.
- Lead the team members and ensure that they're using effective sales tactics to meet revenue objectives.
- Generate leads, establish and nurture client relationships.
- Create and execute a strategic sales plan that expands customer base.
- Recruit sales representatives, set objectives, train and coach them, and monitor their performance.

- Identify knowledge gaps within the team and develop plans for filling them
- Check and monitor posts on social networking and company website.
- Review quotations and contracts made by sales team.

❖ **From (mm/yyyy) : 03/2019 to (mm/yyyy): 02/2022**

Company name : **Tan Duc Technical Development and Trading JSC.**

Position/title : Sales Manager

Company business : Reselling software licenses and providing IT solutions

Key duties/responsibilities:

- Determine business plan quarterly and yearly, review KPI for sales team.
- Recruit, coach, and motivate the sales force to develop their skills and ensure the best performance.
- Assess the strengths and weaknesses of the sales team and manage the sales program accordingly, consult sales associates to close big deals.
- Meet up with customers to discuss their evolving needs and keep good relationship.
- Search and identify potential software, establish contacts with new products' owners to cooperate, negotiate terms and conditions in distribution contract.
- Manage technical team, ensure they join enablement courses and obtain relevant certifications.
- Meet and discuss with partners for reports and developing strategies.
- Establishing personal networks; participating in professional societies.

❖ **From (mm/yyyy) : 10/2008 to (mm/yyyy): 02/2019**

Company name: **Parkson Viet Nam Co., Ltd.**

Position/title: Senior Account Executive

Company business: shopping mall – retail

Key duties/responsibilities:

- Organize, assign work to ensure continuous operation as required and appropriate work practice.
- Follow up sales activities of Parkson's own brands.
- Monthly meeting with sales department for outstanding payments, reminder & chasing activity.
- Assist the CFO in monthly financial reporting & analysis, in compiling budgets & forecasts by providing historical data or support details.
- Evaluate accounting and reporting, recommend solutions to ensure the integrity of external and internal reporting.
- Liaise with internal auditors & external auditors to complete the statutory audit for group and local purposes.
- Check and verify proper legal documents of payments.

❖ From (mm/yyyy) : 04/2007 to (mm/yyyy): 09/2008

Position/title: Merchandiser

Company name: **Samhee International Inc.**

Company business: garment manufacturing for exporting

Key duties/responsibilities:

- Look after the process of making garments for worldwide brand names.
- Search and choose factories and suppliers.
- Communicate with buyers on samples, shipping reports, delivery and others.
- Working with factories for manufacturing progress and settling problems.
- Follow-up the receipt of fabrics & materials.
- Support import-export and accounting department.

❖ From (mm/yyyy) : 07/2004 to (mm/yyyy) : 04/2007

Company name : **Tan Duc Human Resource Training School JSC.**

Position/title : Accountant cum Administrator

Company business: soft-skills training

Key duties/responsibilities:

- Make Balance Sheets, Income Statements, monthly and yearly Tax reports.
- Input and analyze accounting data.
- Follow up accounts payable of suppliers, issue invoices.
- Follow up the cash flow from bank.
- Prepare Business Contracts.
- Process purchase orders, payment orders.
- Responsible for clerical and admin work
- Responsible for registering health and social insurance.

EDUCATION**❖ From (mm/yyyy): 03/2010 to (mm/yyyy) : 08/2012**

School name : **University of Economics Ho Chi Minh City**

Degree : Bachelor of Art in financial & banking

❖ From (mm/yyyy): 09/2000 to (mm/yyyy) : 10/2004

School name : **University of Natural Science - VNUHCM**

Degree : Bachelor of Science in environment

Other training courses

1. Advanced accounting course at Economic University.
2. Chief Accountant Course at Institute of Accounting and Business Management.

3. Microsoft Excel course at Tan Duc Human Resource Training School JSC.
4. TOEIC course at IWEF School.

PERSONAL INFORMATION

BOD: May 4th 1982

Marital status: single

Hobbies: Reading, traveling, learning.

References

Name: Melvinn Yong

Position: Sales Director

Company: 3Design Technologies Co., Ltd.

Phone: +6597406006