

**TAN TRUONG (Mr.)**

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## SUMMARY

- Dedicated, Result-oriented, Highly disciplined, Intellectually Curious, Business Mindset and Technology Oriented.
- Asian-originated, European-educated, Global mobile, Willing to relocate and travel to work.
- Strong at project management, effective communication, client consulting, analytical thinking and problem solving.
- Educated in International Business, Business Administration; Experienced in Sales and Marketing.

## EDUCATION

**Tomas Bata University in Zlin, Czech Republic**

2016 – 2018

*Master of Business and Administration*

**Foreign Trade University, HCMC, Vietnam**

2012 - 2016

*Bachelor of International Business Economics*

## WORKING EXPERIENCE

**Uniglobal Events Company, Prague, Czech Republic; Senior International Sales Executive** *June 2018 – March 2020*

- Conduct conference delegates and sponsors sales, international projects related to Finance Industry: Micro-finance sector (Microfinance Institutions, Investment Firms). Insurance Industry (Travel insurance, Claims management, Global Insurance Innovation – Insurtech).
- Consult and develop global clients and accounts from variety of locations across APAC and Europe at C-level seniority in finance and insurance industry; Accomplish project management tasks by collaborating with production and operation teams; Deliver 3 successful projects based in Singapore, 2 successful projects based in Berlin and Prague.
- Conduct market and competitor analysis to implement the sales strategy in targeting new clients; Negotiate terms and policies in contracts and deals to maximize the total revenue index.

**Kantar TNS; HCMC, Vietnam, Market Research Assistant(Quantitative)**

*April 2016 – Oct 2016*

- Conduct intensive market research projects: data analysis – reporting – project management; go through 5 projects in different methodologies such as TVC evaluation, customer satisfaction, brand health tracking, mystery shopping ;
- Project management: collaborate with cross functional teams to implement ongoing projects, deliver plan, brief proposal to other teams, associate with others to keep project on progress; presenting reports including strategic recommendations
- Report to line manager all required paperwork's, including weekly reports, contract with customers, financial documents, update project progress on the company system (Maconoy ERP);

**Part-time job – English teacher of Topica Native Ed Tech**

*April 2017 – Oct 2017*

## STUDENT LEADERSHIP EXPERIENCE

**Business Ideas Team, Foreign Trade University, HCMC Campus**

*Sep 2012 – Aug 2015*

**Head of Research and Development Department (Project team)**

*Sep 2014 – Aug 2015*

- Lead a 15-people team, deliver and coordinate Year Plan, 90% of activities accomplished;
- Create 1 internal competition, 3 training sessions for the members; form and provide 2 new projects;
- Establish Team Working Processes and find out the new tools improving the department activities ;

## ACTIVITIES/ EXTRA COURSES

- **ERAMUS+ STUDY:** 1 Semester exchange, **UPV University in Bilbao, Spain** *Sep 2017 - Jan 2018*
- **VYE - Viet Youth Entrepreneurs** Boot Camp 2015 *08<sup>th</sup> Aug– 14<sup>th</sup> Aug, 2015*

## SKILLS

- **Language:** English – prominent, Native Vietnamese; Czech and Spanish: Basic Communication
- **Hard skills:** MS office; Excel (advanced function), PowerPoint, ERP (Maconomy), Email, **SQLite knowledge.**
- **Soft skills:** Strong Analytical Thinking; Effective Communication, Logical and Critical reasoning; Planning, Problem solving, Teamwork and Leadership.

## AWARDS & ACHIEVEMENTS

- **3<sup>rd</sup> Prize** in Mathematics high-school competition 2012; Regional Olympic competition (South) – **Mathematics**
- Semi-final Round **Nielsen Case Competition 2015** – Top 21
- The first runner up award - **Viet Youth Entrepreneurs Startup Business Ideas Contest 2015**

## INTERESTS

- Sports: Football, Swimming, Badminton, Table tennis;
- Travel: **15 countries so far;**
- Movies;
- Hiking;