



NGUYEN DOAN ANH

ASPIRE FUTURE LEADERS PROGRAM



Oct, 1999



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HCMC, Vietnam

SKILLS

MS Office:

Intermediate knowledge of Excel, Word, Powerpoint

Customer Service, Communication Skill:

Presentation, cold calling, response inquiries and emails.

Willingness to learn; Problem-solving & creative thinking:

Well adept at picking up trends on social media, learning new things through online course

The ability to follow instructions and deliver

results, detail-orientation:

Quick learner; Able to grasp new concepts quickly

CERTIFICATIONS

2019: TOEIC issued by IIG Vietnam

OBJECTIVE

Willing to learn and grow; Passionate about achieving as challenging position which allows meaningful contributions to a business' success. Improving knowledge as well as experiences in International Business Administration and willing to seize opportunities to develop career.

WORK EXPERIENCE

LAZADA

SEARCH

Aug 2021 -

Main responsibilities:

- Make sure the search result is relevant with what users are looking for by conducting manual checking in working system.
- Perform ongoing keyword discovery, expansion and optimization.
- Research and implement search engine optimization recommendations.
- Do weekly Just For You tab, Just For You themecard of Homepage performance report.
- Optimizing category content on Homepage, Building up category knowledge in the system to ensure brands and assortments are findable.

Achievements and skills gained:

- Problem-solving, Logical thinking, Analytical.

CBRE (Vietnam) Co.,Ltd - HCM Branch

LEASING INTERN

oct 2020 - feb 2021

Main responsibilities:

- Gathers and coordinates materials necessary for transactions such as listing agreements, commission agreements, leases, and sales agreements
- Update the Client database by assisting staff members to make cold calls and sale calls.
- Assist staff members to draft and prepare paper works such as proposals, letters, etc.
- Support the team to do the preparation work for any events.
- Responds to general inquiries and provides information as needed.
- Support sales staff to look for listing and put together options.
- Maintains, updates relevant databases/stock list, completes weekly stacking plan.
- Composes and prepares routine correspondence, faxes, and emails for sales professionals.
- Attend Sales team meetings for the purpose of recording meeting minutes or action items.

Achievements and skills gained:

- Hard-working, Problem-solving, ability to work both independently and as part of a team, Communication Skills.
- Well-organized. Good time management.

EDUCATION

Open University

Major: International Business
Administration

Sep 2017 - 2022