

# NGUYEN TRAN DUC MANH

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## CAREER OBJECTIVES

- **Short-term:** Graduate from university with a good Bachelor's degree then have an internship or job related to business development to gain experience and knowledge.
- **Long-term:** Improve your skills and knowledge comprehensively, set up own start-up in the field of logistics and supply chain management

## EDUCATION

### Foreign Trade University

2020 - 2024

- Major: International Economics ( Advance English Program)
- GPA: 3.54

### MOSHUB - International Informatics Center

May 2022 – July 2022

- Microsoft Office Specialist (**MOS**) Course
- Word, Excel, PowerPoint for application in business Course

## WORK EXPERIENCE

### VCO GROUP

April 2022 - Aug2022

#### Event Operator (*flexible time*)

- Collaborating with team to come up with ideas, building plans, organizational processes and event content
- Using reasonable financial and human resources to organize and coordinate the event
- Responsible for the content writing and editing of the event's video publications

## EXTRACURRICULAR ACTIVITIES

**HRC FTU - HUMAN RESOURCE CLUB:** A leading organization of students specialized in recruitment, skill and career consulting.

Oct 2020 - Jan 2022

#### **Member of Organization Department**

**Sublead of Initial Interview** (*Ung Vien Tai Nang 2019 - A Competition simulates the recruitment process of businesses*)

- Detailed planning for a 12-hour interview with *125 candidates* and more than *30 interviewers*
- Directly successfully run the interview by *assigning and supervising 40 coordinators* during the interview process
- Successfully planned and operated the gathering, set-up and recovery *50 types of facilities*

**Executive of Product Operation Jobs & Groups Team** - *responsible in developing the recruitment website: hrc.com.vn and group: HRC - Jobs and Skills Shares (over 13 000 members)*

- Planned and used **3T Studio Tool** to research the market and analyzed the data to get insight of customers in the recruitment market

- Converted over **400 new users** in 3 months and promoted **15 joblists** with an average of **10,000 reaches** on Facebook and **2000 views** on the website

**Member of Digital Transformation Team** - a team is responsible for transforming the organizational structure to a professional operating platform (base.vn)

- Successfully applied **base.vn** to the organization's work management by researching, analyzing and testing the platform for 2 months with 5 different sub-platforms
- Successfully **reduced work management time by 25%** after applying the base.vn management environment, as well as applying training campaigns to motivate employees to create new working habits

**Member of Sales B2B Team**

- Developed strategies and implement sales activities in batches to ensure revenue for each target group (SME, MNC, Big Firm) for the organization
- Maintained close contact & satisfied customers' journey with professional services.
- Earned *more than* **38 million** in revenue within 2 months, achieved **127% of KPI**

## SKILLS

- **Language:** C level English (Aptis - 2022), Chinese (HSK3)
- **Computer:**
  - Design : Basic Canva(photo), Filmora X(video)
  - Proficient in using Microsoft Office (Word, Excel, PowerPoint)
  - Tools: Mail Chimp, Mail Merge, 3T Studio, Stata

## ACHIEVEMENT

- Official member of the Communist Party of Vietnam **2021**
- **Top 12** LOGin 2022: State of the Art – Case study online contest (LSC - NEU) **2022**