



LE DONG QUAN

MANAGEMENT TRAINEE 2023

ABOUT ME

I have solid working experience in business operations (E-commerce, MT Channel, GT Channel, Logistic,...). Despite being a fresh graduate, I am a fast learner and able to adapt to the environment. I possess good research and organization skills, experience in operating campaigns, planning promotions, and controlling the budget of eCommerce platforms (Lazada, Tiki). I wish to put my skills, eCommerce savvy, youthful enthusiasm, and experience I have accomplished in the past to use, contributing to your company's success and pushing myself to become better in this field.

CONTACT

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EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION

2017 - 2021

Sai Gon University

SKILLS

Problem-solving	Organisational
Interpersonal	Result driven
Fast learning	Project management
Photography	Video editing

CERTIFICATE

TOEIC

2022

- Listening: 465 / 495
- Reading: 360 / 495

DIGITAL MARKETING STRAGIES

LINKDEIN - 2022

FOUNDATION OF DIGITAL MARKETING AND ECOMMERCE

GOOGLE - 2022

WORK EXPERIENCE

BUSINESS DEVELOPMENT ASSOCIATE (E-COMMERCE)

Song Hoa Cosmetics Corp. | Dec 2021 - Now

E-commerce:

- Plan and manage integrated campaigns calendar based on brand & partner activities, especially during the peak season of E-Commerce (double date, birthday, Tet,...), and control the budget for E-commerce and Digital Marketing promotions.
- Collaborate with internal stakeholders (Commercial, Accountant, QC Team,...) to deliver E-commerce campaigns, consumer experience, and business results/ KPIs from planning to execution.
- Design, and manage product and brand appearance on the homepage and cat page (banners, product images...) and update e-contents on e-flatfrom. Update and check price issues from the e-system
- In charge of a group of categories (sanitizer, perfumes for men/women/unisex)
- Support customers to solve related issues (In charge of tracking orders, and standing by resolving issues on delivery date.)
- Proactive in conducting activities of the marketplace and online store: Promotion Program, Stock Management, CRM & loyalty program for customers

MT Channel:

- Monitor, analyze, and report channel revenue to the Head of the General Administration Department and CEO
- Support to analyze for business review monthly on the corrective action plan, volume, assortment, pricing, extra displays space, etc... at supermarkets to improve capabilities for sales forces
- Build relationships with business partners to push sell-ins and keep track of sell-outs.

GT channel:

- Ensure the distributor compliance with the terms of the signed contract and assist the distributor in solving business issues
- Monitor, analyze and report channel revenue to the manager and CEO

BUSINESS DEVELOPMENT INTERN

Vissan JSC. | Jan 2021 - Apr 2021

- Set up and support product sales at Vissan's stores.
- Set up and operate sampling booths at the supermarket (Mega Market, Co.op Mart)
- Support in the promotion plans; Build and maintain a productive long-term relationship with customers.
- Sales support tasks: summarize purchase orders, arrange and track shipments, prepare documents, contracts and other supports requested by assigned orders
- Participate in the production process: quality checking and packing (Instant spring rolls, Instant pork skins,...)

SALESPERSON

Canifa Fashion JSC. | Dec 2019 - Jul 2020

- Ensure that new clothes are always fully displayed, and replace old products.
- Provide customers with information about items based on their preferences and appearance.
- Work as a Visual Merchandiser, arranging clothes to ensure it makes a harmonious combination of space and color to attract customers.
- Other task: cashier, inventory management.