



# NGO THI HUONG QUYNH

BUSINESS DEVELOPMENT

## DATE OF BIRTH

March 30, 1998

## GENDER

Female

## PHONE

+84(0)327707519

## EMAIL

huongquynh300398@gmail.com

## ADDRESS

Hanoi, Vietnam

## OBJECTIVE

With a progressive desire to acquire, can take advantage of foreign language skills, professional sales experiences, market knowledge to create the best values for customers and company. A professional, dynamic, creative, and competitive working environment is an excellent opportunity for a long-term companion.

## SKILLS

Office



Logical thinking and creative



English



Japanese



## INTERESTS

Travel

Books

## EDUCATION



### HUBT UNIVERSITY

Aug 2016 → Nov 2020

Major: Bachelor of English

GPA: 7/10

## WORK EXPERIENCE



### LEPOCA ENGLISH CENTER

Jun 2020 → Present

Business Leader

Main responsibilities:

- Come up with innovative strategies and solutions to support and grow the sales department.
- Team management, checking teamwork progress, training members with basic soft skills.
- Customer care, consulting, and product supports for customers.
- Support for holding of inspired events of English center.
- Prepare plans, reports for dates.

Recognition and Gains:

- Increase sales, increase the number of customers for departments.
- Awarded excellent team for the sales department within two months of working.



### HUONGMAI CAFE

Jan 2017 → Oct 2019

Part-time Sales Staff

- Sell goods for Foreigners and Vietnamese at the Shop
- Search for potential customers, support, and care for old customers
- Product packaging, beverage preparation, handling of customer requests.

Achievements and skills gained:

- Be assessed positively by the shop's boss: active, extremely adaptable.
- Observe, learn and catch customers' taste well.
- Improve English Communication Skill.

## CERTIFICATIONS

---

Bachelor of English