



NGUYEN THI HONG NGAT

25/01/1999

CAREER GOALS

I want to find an opportunity to learn more experience, improve myself, and look forward to helping with the company's professional activities, becoming an official long-term employee in your company.

EDUCATION

HANOI UNIVERSITY - HANU
(Hanoi, June 2017 - June 2021)

*Senior student of Hanoi University
Major: Business Administration*

CONTACT DETAILS

Telephone: 0961376762
Email: ngatnguyen125@gmail.com
Address: Km9 - Nguyen Trai Street -
Thanh Xuan District - Hanoi

PROFESSIONAL EXPERIENCE

Grape Seed English Center

ENGLISH TEACHING ASSISTANT, MARCH 2019 - DECEMBER 2019

- Assisting teachers in the teaching process
- Managing student during school hours
- Contacting & reporting to students' parents

VietnamGolf Company

SALESPERSON. MAY 20219 - PRESENT

- Customer consulting
- Customer caring
- After-sales service management
- Commodity inventorying and managing

Địa Ốc Vàng Real estate Company

REAL ESTATE CONSULTANT, MAY 2020 - PRESENT

- Creating content about the product
- Posting advertisement, marketing
- Collecting customers' data, capturing customers' need, and answering customers' wondering
- Consulting, negotiating, and closing deal

VOLUNTEER & COMMUNITY ENGAGEMENT

Hanoikids - Voluntary English tour guide club

VOLUNTARY ENGLISH TOUR GUIDE, SEPTEMBER 2018 - DECEMBER 2019

- Being trained knowledge about Hanoi' history and culture
- Practicing English skills

(*) Achievement:

- Taking part in more than **50** voluntary tours with foreign tourists
- Becoming an official member of Hanoikids' External Relations Department (ER)

SKILL AND KEY ADVANTAGES

- English
- Content Creation
- Microsoft Office
- Team works
- Telesales & Communication
- Negotiation & Persuasion