



LUC THANH DUNG

Working in a dynamic environment is the top goal of myself.
Let me reveal the power that also the opportunity to help
me succeeds in open horizontal knowledge and career.

INFORMATION



DOB

July 23th 1993



Address

Nguyen Duy Duong,
ward 3, district 10, HCM city



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PRIZE



Management Vision (2015)
Topic: Build classroom in
Saigon Technology University



A gooder prize (2013) of
The Ho Chi Minh Communist
Youth Union

LANGUAGE



English

Speaking



Reading



Writing



Listening



Cantonese

Fluency

Mandarin

HSK3 certificate



WORK EXPERIENCE

April 2017 – June 2018:

Sales support and Administrative Officer at
Zinc Vietnam LTD.CO

July 2018 – now:

Senior Corporate Sales and Marketing at
Zinc Vietnam LTD.CO

Sales 70%

- To take care of existing accounts, making plans to visit existing & potential Customers
- Develop sales opportunities by researching and identifying domestic and oversea potential accounts.
- Actively seek out new sales opportunities through cold calling, networking and social media
- Offering the excellent service or delivery merchandise to corporate customers.
- Follow up with customers for quotation, signing contract and any payments are overdue
- Create and deliver qualified opportunities to other team members
- Set up and deliver sales presentations, product/ service demonstrations, and other sales actions

Marketing 20%

- Appropriately communicate brand identity and corporate position
- Contributing to the development of marketing strategies.
- Conducting market research on rival products.
- Designing and implementing marketing plans for company products
- Create marketing content, build and maintain potential clients on Facebook and manage customer engagement
- Doing frequently reports: monthly report, special report

STRENGTHS

- ◆ Proficient use microsoft office
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- ◆ Dynamic
- ◆ Punctual
- ◆ Nimble, responsible, honestly with job

HOBBY

- ◆ yoga ◆ listening to music
- ◆ reading book ◆ travelling

Admin 10%

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Arrange travel and accommodations
- Schedule in-house and external events

September 2016 – April 2017:

Teller at Maritime Bank

- Mobilize capital
- Do accounting
- Provide products advices for customers
- Write reports to manager

August 2015 – August 2016:

Sale Executive at SUN FLOWER MEDIA

- Build relationship with potential customers cosmetic, fashion, KOL. Take care of the existing customers.
- Offer strategy to take the attraction to customers and create planning to the sales get better.
- Build and implement marketing strategies on online communication channels.
- Connection between other departments to impulse business development and customer service programs.
- Be in charge of revenue impulsion.

August 2013 – August 2015:

Cashier at B's Mart convenience store

- Manage and audit commodity
- Sell and collect cash
- Do accounting, write revenue report and inventory



EDUCATION

2011 - 2015: Bachelor of Business Administration from Saigon Technology University

2008 - 2011: Nguyen Du high school district 10, HCM city