



**KY NGUYEN VANG SERVICE TRADE CO., LTD**

Address: Floor 5, Tuoi Tre Tower, 60A Hoang Van Thu St, W.9, Phu Nhuan Dist, HCMC

Tel: 028 628 73240 - 028 628 03241

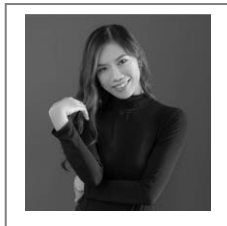
Email: [info@kynguyenvang.com](mailto:info@kynguyenvang.com)

Website: [www.dulieuvieclam.com](http://www.dulieuvieclam.com)

CONFIDENTIAL

# Curriculum Vitae

## PERSONAL DETAILS



Full name : Quynh Nguyen (Charlotte)  
Gender : Female  
Year of Birth : 1989  
Address : TPHCM

## EDUCATION

**Highest Degree : Bachelor of Arts – English Linguistic and Literature**

At : University of Social Sciences and Humanity - Ho Chi Minh City (09/2006 – 08/2010)

### Highlighted Achievement:

- Graduated from a special university training program for Gifted students.
- Get scholarships every semester during 4 years

## INTRODUCE

I have been working as an Executive Assistant directly for both foreign and Vietnamese directors for the past 10 years dealing with all areas of executive-level corporate administrative support duties, day-to-day operations, management and strategic planning and execution, communications, sales/marketing, customer service, translation/interpretation, project management relating to commercial products, event organization and management, factory construction, technological improvement, product innovation. Moreover, I have been acting as a project coordinator for many big scale projects in many industries such as factory construction, golf course construction and development, education system, F&B, hospitality, health care units, retail.

## SKILLS



**KY NGUYEN VANG SERVICE TRADE CO., LTD**

Address: Floor 5, Tuoi Tre Tower, 60A Hoang Van Thu St, W.9, Phu Nhuan Dist, HCMC

Tel: 028 628 73240 - 028 628 03241

Email: [info@kynguyenvang.com](mailto:info@kynguyenvang.com)

Website: [www.dulieuvieclam.com](http://www.dulieuvieclam.com)

**CONFIDENTIAL**

- Business Administration – Excellent
- Communication – Excellent
- Event Management – Excellent
- Customer Support – Very Good
- Marketing and Sales – Very Good
- Human Resources Development – Very Good
- Effective Competitive Analysis Research – Very Good
- Public Speaking – Very Good
- Finance – Very Good

**WORK HISTORY**

**From: 05/2019 To: Present**

**Company: Novaland Group**

**Position: Assistant to Board of Directors**

**Report to : Ms Thủy ( PTGD Kinh Doanh)**

**Mr. Quân ( Thành viên HĐQT)**

**Main Duties:**

*Supporting the BOD in all aspects of executive-level corporate administrative, project management, HR, financial and personal duties at times involving high degrees of integrity, discretion and professionalism:*

- Manage meeting agenda, recap minutes and follow up actions to ensure results.
- Be responsible for arranging flight tickets, logistic and accommodation for BOD's business trips, then do expense reports and submit them for payment.
- Be in charge of document management and archiving.
- Preparing internal communications and oversight for on-going Nova Group's projects such as Education, Healthcare, hotels, F&B, golf courses, football academy, tourism services, attraction, etc.
- Prepare, track, manage project deliverables based on requirements and scope.
- Produce regular and ad-hoc research papers / reports on business development and market landscape.
- Consolidate and produce business plans and review together with other business heads.
- Act as the first point of contact for the directors in coordinating and following up projects with related stake holders.
- Provide regular reporting to Board of Directors on the progress of overall works in assigned projects.
- Deliver the BOD's information to the relevant departments and receive feedback from the departments within the Company to the BOD.



**KY NGUYEN VANG SERVICE TRADE CO., LTD**

Address: Floor 5, Tuoi Tre Tower, 60A Hoang Van Thu St, W.9, Phu Nhuan Dist, HCMC

Tel: 028 628 73240 - 028 628 03241

Email: [info@kynguyenvang.com](mailto:info@kynguyenvang.com)

Website: [www.dulieuvieclam.com](http://www.dulieuvieclam.com)

**CONFIDENTIAL**

- Work with both internal and external parties to coordinate, monitor and report on project progress, action plans, individual responsibilities.
- Translate and interpret ongoing cross border communication (VietnameseEnglish) also internal operation material, sales and marketing procedures.
- Support in monitoring SOP implementation to ensure the compliance for BOD's document approval process. Proofreads documents for accuracy and completeness prior to submittal to the Executive Director for signature.
- Manage projects, internal and external meetings and large-scale events from budget planning through logistic coordination.
- In charge of onboard program for new team members; Act as a buddy to support training/coaching to new team members during their work probation times.
- Provides excellent customer service to visitors and the public.
- Perform other duties as assigned.

**Highlighted Achievements:**

- I joined Novagroup with strong experience in project management and coordination with huge scales of departments. Then I have become increasingly familiar with all work requirements, assuming higher levels of responsibility with direct contact with the directors. I have gained annual performance award of 2021 as excellent rating which is among top 5% of over 10,000 employees.

**From: 12/2015 To: 05/2019**

**Company: Unilever Vietnam International**

**Position: Executive Assistant to the Vice President**

**Main Duties:**

- Completes a broad variety of administrative tasks for the President & CEO including: arranging complex and detailed travel plans, itineraries, flight tickets, transportation, accommodation and agendas; and compiling documents for travel-related meetings. Be in charge of making claim reports.
- Compose and prepare correspondence that is sometimes confidential.
- Manage the director's work calendar and arrange meetings with internal and external parties, taking minutes and following up activities to report to managing director.
- Act the role of representative for the managing director to convey business messages & requirements.
- Organize for team events, town hall sales meetings, product launches, market research to ensure on time delivery, quality and safety control, budget control and customer satisfaction.
- Consolidate reports and data provided by Marketing, Sales teams or producing ad hoc reports according to Managing director requirements.



**KY NGUYEN VANG SERVICE TRADE CO., LTD**

Address: Floor 5, Tuoi Tre Tower, 60A Hoang Van Thu St, W.9, Phu Nhuan Dist, HCMC

Tel: 028 628 73240 - 028 628 03241

Email: [info@kynguyenvang.com](mailto:info@kynguyenvang.com)

Website: [www.dulieuvieclam.com](http://www.dulieuvieclam.com)

**CONFIDENTIAL**

- Support the Board of Directors in customer and partnership commercial discussions, including sales and marketing activities.
- Follow up on projects, action plans and any requirements assigned by the Managing Director.
- Conducts studies and undertakes special projects as assigned or required, including the collection of and compilation of statistical data and other information for inclusion into special reports.
- Support sales training team for arranging material, translation and interpretation in class demonstrating leadership to maintain credibility, trust, and support with the Executive Team.
- Participate in strategic planning meetings and translate strategic decisions into documents.
- Manage assigned projects, develop project plans, and monitor performance.
- Support to improve the process of company by reviewing standard operational procedures (SOP).

**Highlighted Achievements:**

- All 10 annual flagship corporate events were managed directly by me for between 25 and 130 members, enabling them to obtain their objectives and 100% participant satisfaction. Awarded high achiever for annual performance for 3 consecutive years.

**From: 06/2014 To: 06/2015**

**Company: Mondelez Kinh Do Corp**

**Position: Executive Assistant to the Business Unit Director**

**Main Duties:**

- Prepare and update data reports related to sales activities, trade programs, marketing and other corporate events and functions.
- Work with sales planning, logistics and other divisions setting sales targets monthly, yearly. Product service, quality, delivery and control.
- Coordinate with company teams including marketing relating to product development and launch.
- Monitor and analyze sales data.
- Help in the creation of promotional and sales materials.
- Follow up and manage timelines, progress, and budgets of the various company projects.
- Prepare reports from data entry tasks such as creating spreadsheets, updating databases, and compiling information from multiple sources.
- Report and coordinate the day-to-day activities with the Strategic Business Unit Director.
- Produce weekly reports and attend meetings to detail business generation.
- Provide insight into product development and competitive positioning.
- Conduct market research to identify new business opportunities.
- Create a business development database in order to evaluate performance and organize client and prospective client information.



**KY NGUYEN VANG SERVICE TRADE CO., LTD**

Address: Floor 5, Tuoi Tre Tower, 60A Hoang Van Thu St, W.9, Phu Nhuan Dist, HCMC

Tel: 028 628 73240 - 028 628 03241

Email: [info@kynguyenvang.com](mailto:info@kynguyenvang.com)

Website: [www.dulieuvieclam.com](http://www.dulieuvieclam.com)

**CONFIDENTIAL**

- Monitor the streams of revenue to identify areas to increase growth and profitability
- Lease with the sales team, management team and production team to align the company's long term strategies with daily marketing activities.

**Highlighted Achievements:**

- Achieve sales target planning monthly, quarterly and yearly at 100% accurate. Product delivery was 100% on time. Skills include high levels of discretion and responsibility and integrity. Working under pressure as required to meet deadlines, clear and effective communication skills often acting as the conduit between senior managers and staff.

**From: 05/2012 To: 07/2013**

**Company: Tan Hiep Phat Group**

**Position: Project Director Assistant**

**Main Duties:**

- Duties and responsibilities including aspects referred to above, and encompassing all areas of personal assistant responsibilities.

**Highlighted Achievements:**

- Annual performance evaluation was rated very good for 2012. In July 2013, the company offered to double my salary as well as work promotion, to work on increasingly bigger projects assuming higher levels of responsibility and direct Director contacts.

**REFERENCES**

**Name:** Ms Le Thi Mai Linh

**Position:** Deputy Chief Executive Officer

**Company:** Nova Service Group

**Name:** Mr Pham Son Ha

**Position:** National Sales Director

**Company:** Unilever Food Solutions Vietnam

**Name:** Ms Kulnipa Lertpimonchai

**Position:** Managing Director

**Company:** Unilever Food Solutions Thailand (previously Unilever Food Solutions Vietnam)

Other contacts will be available upto to your requests



**KY NGUYEN VANG SERVICE TRADE CO., LTD**

Address: Floor 5, Tuoi Tre Tower, 60A Hoang Van Thu St, W.9, Phu

Nhuan Dist, HCMC

Tel: 028 628 73240 - 028 628 03241

Email: [info@kynguyenvang.com](mailto:info@kynguyenvang.com)

Website: [www.dulieuvieclam.com](http://www.dulieuvieclam.com)

**CONFIDENTIAL**

### CONFIRMATION

I certify that the information contained in this form is true and accurate in every respect and may be considered for any subsequent contact of employment.

