**CURRICULUM VITAE**

**KNVC’s comment:**

**1/ Strengths**

* 12 years experiences in property field.
* Having experiences in development and managing project.
* Ability to connect and work smoothy with all departments.
* Ability to consult for CEO about business strategies.
* Leadership and management skills.
* Good at MS Word, Power Point, Excell.
* Well organizing and planning.
* Good at negotiation and time management.
* Excellent in analytical, managerial and interpersonal skills.
* Language: English (fluent).

**2/Desired Salary:** negotiable

**3/Time to attend interview:** please inform before 3 – 4 days.

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| **PERSONAL INFORMATION** |

Name : VO TRAN BACH LE

Gender : Female

DOB : 1980



Address : District 7, HCM

Phone : 0903 413 523

Email : piviolet@gmail.com

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| **EDUCATION** |

**Highest degree : MBA**

At : Handong Global University, Korea (2017)

**Highest degree : English Language & Literature**

At : HCMC University of Social Sciences & Humanities (2005)

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| **WORKING EXPERIENCES** |

**From 11/2020 to present**

**Company: A START-UP ON BAMBOO ARCHITECTURE & ARTWORK**

**Last position: Acting Managing Director cum Head of Project Development**

**From 03/2018 to 04/2020**

**Company: NATIONAL HOUSING ORGANIZATION JSC (N.H.O)**

**Industry: Property**

**Last position: Deputy Managing Director (H.O)**

**Cum Head of Property Management**

**Cum Project Development Director (North)**

**Main Duties:**

**\* Project (Residential):**

* + - * Sky 9 Apartments (HCMC).
      * Saigon Metro Park (HCMC).
      * First Home Thanh Loc (HCMC).
      * Imperial Place (HCMC).
      * City Tower (Binh Duong).
      * Luxury Residences (Binh Duong).
      * Hera (Hai Phong City).
      * The Dragon Castle (Ha Long City).
      * Sky Palace (Hanoi Capital).
      * Other potential sites.

**From 05/2015 to 02/2016**

**Company: ARECO REALTY CO., LTD**

**Industry: Property**

**Last position: Assistant to COO, Project Developement**

**Report to: COO**

**Main Duties:**

**\* Project:**

* + - * MAI HOUSE hotel (Dist. 3, HCMC).
      * Swordlake Complex (Binh Duong City).
      * Thanh Binh Apartments (Binh Duong City).
      * Montegomaries Links (Residential, Quang Nam prov).
      * C21 Hotel & Resort (Quang Nam prov).

**From 02/2010 to 03/2015**

**Company: SONKIM LAND CORPORATION (SKL)**

**Industry: Property**

**Last position: Project Developement cum Property Management**

**Report to: COO, General Director**

**Main Duties:**

**\* Administrative support:**

* + - * Organizing working schedules, maintaining diaries and making appointments.
      * Screening all documents before submitting them to Vice MD/COO.
      * Ensuring Vice MD/COO is well prepared for meetings.
      * Attending meetings & taking meeting minutes.
      * Producing project presentations, documents, briefing papers & reports.

**\* Business communication and negotiation:**

* + - * Delegating works to others on behalf of Vice MD/COO.
      * With or on behalf of Vice MD/COO meeting/negotiating with clients, partners, suppliers.
      * Providing general assistance during presentations.

**\* Project management:**

* + - * Arranging documents and procedures for bidding participation.
      * Carrying out research for some specific projects and presenting findings.
      * Tracking and updating the project status to Vice MD/COO.

**\* Project:**

* + - * Gateway Residences (HCMC).
      * The Nassim Residences (HCMC).
      * -Empress Tower (Office, HCMC).
      * Indochine Park Tower (Serviced Apts, HCMC).
      * The Oakwood (Serviced Apts, HCMC).
      * Tien Thanh Hotel & Resort (Binh Thuan prov).
      * Other potential sites.

**From 07/2008 to 05/2009**

**Company: IDT VIETNAM CO., LTD**

**Industry: A Korean real estate developer**

**Last position: Planning Assistant Manager**

**Main Duties:**

**\* General administrative support:**

* + - * Supporting market surveys and directing periodical updates.
      * Following up with payment schedule of contracts.
      * Taking meeting minutes.
      * Devising and maintaining data management, filing, etc.

**\* Business communication and negotiation:**

* + - * Working with local authorities for project procedures.
      * Attending meetings with banks for funding matters.
      * Liaising with clients, partners, and suppliers.
      * Functioning as Interpreter for meetings.
      * Carrying out research for some specific projects and presenting findings.

**\* Project support:**

* + - * Preparing banking documents.
      * Arranging for land valuation with valuation agencies.
      * Participating in feasibility study preparation for projects.

**\* Sales & marketing support:**

* + - * Receiving phone calls and showing the apartments to potential tenants.
      * Liaising with magazines, newspapers for PR purposes.

**\* Project:**

* + - * Green Hills Serviced Apartments (HCMC).
      * Vinh Loc Residential Area (HCMC).

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| **COMMITMENT** |

I commit that the information provided above is completely true and your company can refer to it for recruitment.