



NGUYEN TRANG

Medical Representation

📅 August 30, 1995

☎ 0962 962 307

📍 TP.HCM, Vietnam

👤 FeMale

✉ Nguyenthimytrang.3008@gmail.com

🔗 Trang Nguyen

OBJECTIVE

2019: Desirous of the position of in order Pharmaceutical representatives to achieving the company's objectives as well as improve the ability to always ensure customers' satisfaction.

2021: Maintaining great presentation, communication and market analysis skills even so public interfacing abilities.

2022: To become a professional Manager in Medical field.

SKILLS

Communication skills



Computer Skills



Languages Skills



INTERESTS

- Reading psychology books, watching movies, Blog writing, Create Video, Retouch Picture and traveling, teaching and presenting in public.
- I like working with my friends because I am really extroverted.

PERSONAL QUALITIES

Sense of responsibility, carefulness in all the works done are my greatest strengths.

+ Strength: Dynamic, Fluent Communications, Patience, tolerance, high levels of energy, self-motivation, flexibility and responsible, teamwork.

EDUCATION

NGUYEN TAT THANH UNIVERSITY (Aug 2013 > Oct 2018)

Major: Pharmaceutical and management

Classification: Good

HO CHI MINH CITY UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES

(Oct 2013 > Oct 2018)

Major: English Linguistics and Literature

Classification: Good

WORK EXPERIENCE

DKSH Company (Dec 2018 > Jun 2019)

Customer Care (Parttime)

Main responsibilities:

- Resolve product or service problems by clarifying the customer's complaint;
- Determining the cause of the problem;
- Selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution
- Manage large amounts of incoming calls.
- Resolve customer complaints via phone, email, mail.

Junior English center (Jun 2018 > Dec 2018)

English Teacher (Parttime)

Main responsibilities:

- Responsible for teaching English classes for children aged 4-16
- Regularly monitor, checking, appreciation and reporting the learning situation of students to parents and full-time officials
- Prepare and submit weekly teaching plans to specialized staff
- Building programs, curricula and English teaching research methods.

Happy English (Sep 2018 > Apr 2019)

Consultant Position (Parttime)

Main responsibilities:

- A consultative role and take care of the students in class
- Answer questions and receive parental feedback
- Set up the classroom, prepare the equipment and tools for previous teacher
- Manage to Fanpage Facebook, Zalo, Website and writing the content of the course programs to attract viewers.
- Communicative well with other colleagues in the centre including teachers, admin staff, security guards and etc...
- Other duties assigned by the Centre Manager.

+ Weak: shy at public speaking, limited experience.

CERTIFICATIONS

Informatics Certificate
(2017)

Management Time Skills, Problem-Solving Skills,
Critical-Thinking Skills, Writing and Editing Skills
(2013)

B'smart (July 2016 > Apr 2017)

Cashier

Main responsibilities:

- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.
- Following all store procedures regarding coupons, gift cards, or the purchase of specific items
- Maintaining a clean workspace.

Tea & Coffee, Bakery (Jun 2015 > Feb 2016)

Cashier & Waitress

Main responsibilities:

- Provide the perfect service experience for every Guest
- Ensure the Guest feels important and welcome in the Tea and Coffee
- Serving customers and dealing with their enquiries.
- Present menu, answer questions and make suggestions regarding food and beverage
- Conducting quality tests.
- Have to work efficiently and within a team to avoid a back log of stock, packing pies.
- Report to property on time and in proper uniform.