

HOANG, MINH HONG NGOC

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❖ CAREER OBJECTIVES:

I have desire to work in a professional working environment and to use my knowledge and skills to make contribution to the growth and success of the company that I work for.

❖ EXPERIENCES:

Full-time job:

June.2017 – Aug.2017: Vhop Co., Ltd

- Position: OTC medical representative
- Main responsibilities:
 - Introducing products to drug stores
 - Finding customers
- Achievements:
 - Proactive finding information about products, competitors and customers.
 - Improving communication skills.
- Honor & Reward : best seller of week.

Part-time jobs:

Nov. 2017 – Nov. 2018: CNN School in the Philippines.

- Position: Student manager
- Main responsibilities:
 - Assisting Vietnamese students
 - Solving problems related to students.
 - Representing the school to contact agencies.
 - Contributing to marketing and promotion activities.
- Achievements:
 - Improving problem-solving skills, emotional management skills.
 - Improving English communication skills in a multinational workplace .
- Honor & Awards:
 - Best staff
 - Being promoted to Vietnamese representative

Feb.2017–Oct.2017: Vietnam International Trade Promotion Co., Ltd.

- Position: collaborator – team leader
- Main responsibilities:
 - Being in charge of managing Vietnam Expo's fan page on Facebook.
 - Serving customers in exhibitions.
 - Analyzing customers' data then reporting to exhibitors.
- Achievements:
 - Leadership.
 - Content marketing.

❖ EDUCATION:

Sep. 2012 – June 2017:

- Hanoi University of Pharmacy
- Major: Pharmaceutical Organization and Economics
- Degree classification: good
- GPA: 2.72 / 4

Nov. 2017 – Nov. 2018:

CNN International Language School

❖ CERTIFICATION:

- 2018: IELTS 6.5

❖ SKILLS:

- English skills, especially good at reading
- Computer office (Microsoft word, excel, power point): good
- Team work
- Individual work: prefer
- Communication skills.

❖ PERTIONALITY:

- Adapt quickly to any environments
- Resilient in high-pressure work environment
- Hard-working, proactive.
- Have a high sense of responsibility.
- Focus highly on the goals

❖ HOBBIES:

- Listening to music
- Traveling.