

# NGUYEN TRANG

## MEDICAL REPRESENTATIVES POSITION



### Contact information

Date of birth 30/08/1995  
Gender Female  
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### Objective

**2020:** Desirous of the position in Pharmaceutical Company to achieving the company's objectives as well as improve the ability to always ensure customers' satisfaction.

**2023:** Maintaining great presentation, professional skills, communication and market analysis skills even so public interfacing abilities.

**2025:** To become a professional Manager in Medical field.

### 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.

+ **Weak:** limited experience.

### Education

Aug 2013 - Dec 2018

#### NGUYEN TAT THANH UNIVERSITY

Major: Pharmaceutical and management

Classification: Good

Oct 2013 - Oct 2018

#### HO CHI MINH CITY UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES

Major: English Linguistics and Literature

Classification: Good

### Work experience

Sep 2019 - Present

#### DKSH Viet Nam Company

Hospital Sales Representative ( Hospital Key Account )

##### Main responsibilities:

- Building and maintaining relationships with customers (Pharmaceutical Departments of Hospital and Clinics )
- Gather information regarding bids and report to superiors.
- Take orders, make contracts, follow the process of processing records, orders, contracts and promptly handle problems arising.
- Handling issues related to invoices, tender documents, contracts and payment documents to Hospitals in Binh Thanh District, Binh Chanh District, Go Vap District and District 10.

Mar 2019 - Sep 2019

#### DKSH Vietnam Company

Customer Care

##### 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; adjustment; following up to ensure resolution
- Manage large amounts of incoming calls.
- Resolve customer complaints via phone, email, mail

# Skills

Communications



Computer: Proficient in Microsoft Office including Word, Excel and Powerpoint



## Certifications

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IELTS

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**Soft Skills Certificate: Time Management, Creative Thinking and Problem-Solving Skills**