

CURRICULUM VITAE

I. PERSONAL DETAILS

Full name: Lo Thi Khieu

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Hometown: Con Cuong, Nghe An

Address: Hoang Mai, Ha Noi



II. CAREER OBJECTIVE

- **Desired position:** Medical representative
- **Desired location:** Ha Noi
- **Job status:** Fulltime
- **Short - term and mediun-term objectives**
 - ✓ Obtain a medical representative to maximizc my working skills and training
 - ✓ Do the job compententlyn for some months
- **Long - term objectives**
 - ✓ Contribute to your organization's success
 - ✓ Have promotion in personal growth

III. EDUCATION

- **2011 – 2016** **Hanoi University of Pharmacy**
 - ***Graduation time:*** 6/2016 with ordinary degree.

IV. WORK EXPERIENCES

- 08/2016 - 6/2018: *Sale Admin of Amm-Germany International Pharmaceutical Co., Ltd.*
 - Sales management: track sales and working hours of sales staff: sales manager, regional manager and pharmacist, sales of contracts => Urge sales staff increase sales, report business situation to the Director.
 - Support the sales department on the network of papers such as documents, contracts, sales programs, marketing ...
 - Write all components of products to make materials for sales staff, support product advice for customers.
 - Expected to place an order with the supplier.
 - It is all the things the director required in accordance with responsibility.
- 4 - 6/2016: PG of Mediplantex National Pharmaceutical Joint Stock Company
 - Introduction of the company's products to customers and persuade customers to buy the company's products at the drugstore is assigned.
- 11/2015 – 6/2016: Teen Food shop employee.
- 9-10/2015: Internship in Mediplantex National Pharmaceutical Joint Stock Company
 - Testing pharmaceutical, medicinal
 - To learn about GMP, SOP
 - Visit for practice at factory

V. MAIN SKILIS

- Hard - working and perseverance in learning and working.
- Enthusiatic, friendly and sociable person
- Taking the responsibility and alway trying to get the best results of working.
- Alway careful in everything.
- Good at communication, presentation, team working
- Being expert in word, excel, powe point.