



NGUYEN TRANG

Regulatory Affairs

295 Ha Ton Quyen Street, Ward 6,
District 11, TP.HCM, Vietnam

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0962 962 307

OBJECTIVE

2020: Seeks the position of Regulatory Affairs at Pharmaceutical Company. Desires the role of Regulatory Affairs ,where have strong analytical skills, as well as good experience with professional knowledge.

2023: Maintaining great professional skills, Legal Knowledge, problem-solving skills and strategic planning skills.

2026: To become a Regulatory Affairs Manager in Medical field.

WORK EXPERIENCE

EISAI VIET NAM

APR 2020 - PRESENT

MEDICAL REPRESENTATIVE (HOSPITAL CHANNEL)

Main responsibilities:

- Promote the company's products to healthcare professionals including doctors, nurses and pharmacists in Hospital (Cho Ray Hospital and Nguyen Trai Hospital)
- Work with Marketing team to develop strategies and collecting competitor information.
- Establish and develop relations with key personnel through clearly communicate and convince them with product scientific platform.
- Organizing seminars, conferences and events to introduce the specialized products for treatment and update knowledge products.
- Attend sales meetings, conference calls, training sessions and symposium circuits.
- Monitor and analyze data and market conditions of competitors to identify competitive advantage
- Keep accurate records and documentation for reporting and feedback

Skill Achievement:

- Strong interpersonal and communication skills
- Negotiating with health care administrators
- Time management and Planning and traveling
- Managing interpersonal relationships
- Excellent presentation skills.

DKSH VIET NAM COMPANY

AUG 2019 - APR 2020

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.

Skill Achievement:

- Excellent teamwork and networking skills
- Strong organizational and time management skills
- Ability to travel frequently
- Strong negotiation and sales skills
- Product presentation skills

DKSH VIET NAM COMPANY

FEB 2019 - AUG 2019

CUSTOMER CARE CENTER (TEMP 6 MONTHS)**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

EDUCATION

NGUYEN TAT THANH UNIVERSITY

AUG 2013 - DEC 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

CERTIFICATIONS

Microsoft Office Certification**IELTS 6.0****Soft Skills Certificate: Time Management, Creative Thinking and Problem-Solving Skills**

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.

SKILLS

Communications



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

