



VO TRUNG TIN

SALES ADMIN



November 18, 1996



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Pham Hung, District 8, HCMC

CAREER OBJECTIVE

Working in a friendly and professional environment, having the opportunity to learn new experiences, new knowledge to develop myself.
In the near future, I would like to be an experienced Pharmacist who contributes high value to company.

EDUCATION

SEP 2014 – DEC 2019

NGUYEN TAT THANH UNIVERSITY

Major: Pharmacy Administration

Classification: Good

GPA: 7.13/10

EXPERIENCES

DEC 2018 – MAR 2019

DKSH VIETNAM COMPANY

SALE ADMINISTRATION INTERN

Main responsibilities:

- Assisting in sales team with documents.
- Assisting in marketing team with meeting and workshop.
- Assisting in receiving an order from customers.
- Preparing and ensuring the approval status for use of promotion materials (brochure, leaflet, standee,...).

Skills learned:

- Attention to details.
- Managing big data.
- Patience and carefulness.

JUL 2018 – OCT 2018

TAM PHUC GENERAL CLINIC

NURSING

Main responsibilities:

- Assisting in examination.
- Guiding general health procedures, answering the questions for patients.

Skills learned:

- Communication.
- Persuading customers.

MAR 2015 – MAR 2016

BINH LOI DENTAL CLINIC

ASSISTANT

Main responsibilities:

- Assisting in examination.
- Taking patient information.
- Guiding and consulting for patients.
- Cleaning and sterilizing instruments.

Skills learned:

- Listening.
- Team work.
- Creating a safe, effective environment.

SKILLS

PRESENTATION
COMMUNICATION
ENGLISH
MICROSOFT OFFICE
TEAM WORK



ACTIVITIES

VOLUNTEER PROGRAMS

- Green Summer Volunteer Campaign.
- Admission Support.
- Blood Donation on Red Sunday.

CERTIFICATIONS

- Toeic Certificate 400
- Informatics Certificate A.

INTERESTS

- Reading Pharmacy English books.
- Listening to music.
- Traveling.
- Communicating.

