

# COVER LETTER & CURRICULUM VITAE

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Dear Human Resource Manager of Servier Representative Office,

**Apply to: Medical Representative position (Ho Chi Minh City)**

I am pleased to enclose my C.V to apply for the Medical Representative position of your company. The position seems to fit very well with my education, experience, and career interests.

After graduated from Can Tho University of Medicine and Pharmacy with a good degree of pharmacist, I worked as a Hospital Sales Consultant at Zuellig Pharma Vietnam Company. In this position, I was responsible for managing all steps involved with products distribution under the direction of the Hospital Sales Manager, introducing products, planning for tender with price list, handling setting up price and quota of products, giving feedback on problems, working with sales, taking order and solving the problem of invoice. Now I am working at Sanofi Aventis Vietnam for Medical Representative position, I am in charge of treatment of thrombosis drug. I learned more skills, built more relationships and I felt mature more.

During my working time, I am responsible for many hospitals, such as: **The Heart institute, Van Hanh general hospital, hospital for Traumatology and Orthopaedics, hospital for Tropical Diseases, Phu Nhuan hospital, District 4 hospital, District 8 hospital, Traditional Medicine hospital, Traditional Medicine institute, Cu Chi general hospital, Hoc Mon general hospital...** With my working experiences with Departments of Pharmacy and doctors, I can capture and understand their psychology that can support effectively for this position. My background and goals seem to match your requirements well. I am confident that I can perform effectively. If you would like to schedule an interview or otherwise discuss my interest in this position, please call me at +84933568286. I will be available at your convenience.

Thank you for your consideration.

Yours sincerely,

Pho Kha Tuan

# CURRICULUM VITAE

## PERSONAL INFORMATION

- **Full name:** PHO KHA TUAN
- **Gender:** Male
- **Date of birth:** 21<sup>st</sup> July 1992
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## ORIENTATION

### Short term

- Leadership selling skill, presentation skill, role play skill.
- Supporting Key Account Executive.
- To have a good knowledge of products.
- To have a good understanding of customers.
- Handling objections.

### Long term

- To be a good Medical Representative within the next year.
- To be a Key Account Executive within the next two years.

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## WORKING EXPERIENCES

### 05/2016 – Present: Medical Representative (Sanofi Aventis Vietnam)

- Submitting medical data for doctors and solving the problem, feedback from doctors.
  - Checking product inventory in Departments of Pharmacy.
  - Organizing the product workshop/seminar such as: symposium, mini symposium, hospital meeting.
  - Cooperating with Key Account Executive for supply quota.
  - Ordering the borrowing medicine of hospital for Traumatology and Orthopaedics, Cu
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Chi general hospital.

- Supporting for building regimen of hospital for Tropical Diseases, Cu Chi general hospital.
- Cooperating with Key Account Executive for direct purchase tender organization.
- Building good relationship with Departments of Pharmacy and doctors.
- Supporting for colleague to manage our field.
- Making business plan quarterly.
- Forecast sale monthly.

#### **08/2015 – 05/2016: Hospital Sales Consultant (Zuellig Pharma Vietnam)**

- Contracting with a hospital, that is based on policies of the company.
- Taking orders immediately after calls of customers, checking orders, giving information to customers, medical representative of principal when those need guarantee orders.
- Submitting official documents, tender documents to Departments of Pharmacy as soon as possible.
- Introducing new products, new product information.
- Taking contract order.
- Handling cases of re-invoice with order of hospital and approving of principal.
- Going for meeting a deadline, making important reports from some parts in order to send to managers.
- Supporting Accounting Department.

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## **ACHIEVEMENTS**

#### **05/2016 – Present: Medical Representative (Sanofi Aventis Vietnam)**

Sales achieved target by:

Q2/2016	Q3/2016	Q4/2016	Q2/2017	Q3/2017	Q4/2017
<b>97%</b>	<b>106%</b>	<b>140%</b>	<b>132%</b>	<b>105%</b>	<b>101%</b>

With Lovenox (focus product) and Plavix's sales YTD 12 – 2017, respectively, growth **+19%** and **+23%** compared to 2016.

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- **11/2017:** passed product knowledge and role play test, respectively, by 83% and 91%.
  - **11/2016:** passed product knowledge and role play test, respectively, by 80% and 84%.
  - **12/2017:** was MC in Christmas Gala Dinner.
  - **01/2018:** won Sanofi Hero Award of the year 2017.

**08/2015 – 05/2016: Hospital Sales Consultant (Zuellig Pharma Vietnam)**

- **03/2016:** sales achieved March sales target by over 130%.
- **12/2015:** sales achieved 2015 sales target by 102%, scored the highest point of New Employee Performance Assessment within 5 years.
- **12/2015:** passed SCDP test by 9.2.

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## **EDUCATION AND CERTIFICATIONS**

- **09/2010 – 07/2015:** Major in Pharmacy, Can Tho University of Medicine and Pharmacy, good-grade (8.03/10).
- **2013:** Certificate of English, Level B.
- **2005:** Certificate of Microsoft Office, Level B.

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## **SKILLS**

- Communication, negotiation, persuasion skills.
- Responsibility, have never missed a deadline.
- Be willing to work at weekends due to urgent tasks.
- Good skills for teamwork.
- Easy adaptation to change in a new work environment.
- Creative and keep learning.
- Friendly, sociable.

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## **HOBBIES**

- Reading news on social networking sites, books which are related to drugs.
- Communicating, movie, swimming, listening to music, traveling.