

Ms. Tống Nhật Chân



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OBJECTIVE

Devoting individual practical experience, perceived knowledge, gained skills to the overall success of the organization.

Being keen on finding a challenging position within an ambitious company where I will be able to continue to accumulate more experience and lead to personal fulfillment.

Making commitment to work with: loyalty, the learning willingness, responsibility, high concentration on accomplishing the work target.

EDUCATION

Võ Trường Toàn University ● *Major: Pharmacy*
October 2011 - March 2016 | GPA: 3.6/4

WORK EXPERIENCE

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| Fuji Medic Limited Liability Company in Can Tho - Providing the periodical health examination service.
October 2016 - June 2018 | ● <i>Sales - Interpreter - Administration</i> <ul style="list-style-type: none">- Sales: Searching potential customers, contacting and liaising with them resulting in: Introducing the company service, dealing price, analysing the customer's demand and the service capacity to come up with the win-win deals.- Interpreter: Supporting foreigner supervisor connect to departments of company, customers as well;- Administration: Preparing all official letters and exchanging with Governmental Departments and customers; Organizing all internal meeting and internal documents; Contacting to part-time doctors for organizing health-check plans, proceeding the payment. Preparing labour contract for whole personnel. Keep on track with the compliance with internal regulation and labour law among staffs. |
| Hello Health Group
July 2016 - August 2017 | ● <i>Medical Editor</i> <ul style="list-style-type: none">- Based on the weekly content from superior, extending the content by collecting or analysing knowledge from science sources such as Science-Direct, Webmd, CDC etc. |
| Traditional Medicine Can Tho Hospital
September 2015 - October 2015 | ● <i>Intership</i> <ul style="list-style-type: none">-Working as a pharmacist at the Pharmacy Department of the Hospital.-Preparing medicinal herbs to patients in/out the hospital based on the prescription. |

ACTIVITIES

The 10th Việt Nam – France Cooperation Conference

14th September 2016 - 17th September 2016

- *Volunteer*

- The conference was held in Can Tho. Its aim is to exchange information about health, social, culture between two countries.
- My responsibilities: Transferring all information between guests and the organizer, guiding the guests how to join the conference

Volunteer at Rạch Súc Church.

June 2016 - July 2016

- *English Teacher*

- The church offers free course to poor children, which is organized every summer holidays in Can Tho.
- My responsibilities: preparing the outline of grade 8 English; lecturer on the class; translator for foreigner volunteers.

Social Network Club of Võ Trường Toản university

2015 - 2016

- *Collaborator*

- Following activities at my university : student camping, singing constests, students clubs,to collect news for online articles. It aims to introduce my university images to social network like Facebook.

Translation club

2015 - now

- *Translator*

- The club belongs to The Bridge Of Clinical Pharmacy Group which is organized by Pharmacists from over the nation.
- My responsibilities: translating news or scientific articles in the field of Clinical Pharmacy.

Speaking up 2012 contest

March 2012

- *Candidate*

- A competition which is held by American Embassy for students from Mekong delta region.
- The aim of the contest is to understand how the young people think about their future: what they love to do, what challenge they have to face etc. also share how they are energetic.

CERTIFICATION

IELTS Certificate with Band 6 on Nov 2016

TOEIC Certificate with score 845 on Jan 2016

Informatics Certificate with Good score in 2015

SKILLS

Analytical and Strategic thinking



Relationship building and net-working



Business planning



Communication

