



## CURRICULUM VITAE

### **(A) Personal Profile**

Name : Lê Thị Ý Nhi

Permanent Address: 180/10 Tô Ngọc Vân St, Linh Đông Ward, Thủ Đức District, HCM City

Date of Birth : 21/11/1995

Nationality: Viet Nam

Mobile phone : 077 814 2973

### **(B) Education Background**

2018 : Graduated Nguyễn Tất Thành University- GPA 3,01/4,0

**Career Objective:** To work hard and diligent so as to carve a niche for myself and apply my skills and knowledge that learned in school to achieve personal as well as organizational goals ensuring desired value additions on all fronts.

#### **Core Competency Area:**

- Clearly understanding about drugs
- Demonstrating and presenting products
- Composing new programs, new lines of product
- Develop, analyze the market for defining needs of client.
- Researching customer data and being willing to find new customer.
- Fluent communication, be innovative with creative and practical ideas.
- Project Monitoring & Co-ordination

### **(C) Computer Skill**

- Operating System: Windows XP/ 7
- Tools: MS Office- Word, Excel, Powerpoint

### **(D) Adding Skill**

- Good communication and presentation
- Independent working and researching skills: Reading English documents
- Responsible, self-motion and good problem solving
- Well-developed aim and success orientation

- Good Time management
- Good consulting and negotiation

#### **(D) Professional Experience**

##### **Part time: Medical Secretary (07/2018-12/2018)**

##### **Singapore-Vietnam Health Screening Center.**

##### **Main duties:**

- Manage information, customer data of union examination and retail examination.
- Prepare documents for first time customers to visit
- Drafting the results, customer information, summarizing and submitting the results to the doctor.
- Scan all data, information, customer results after completing, returning original documents to customers and conducting to storage all copied versions.
- Inspecting, reporting to supervisor the problems during in work

##### **Sale Executive (Specialize in Trade business raw materials and formulations related to drugs) (01/2019 – Current)**

##### **Albios Lifesciences Private Limited**

##### **Main duties:**

- Make calls to customers according to the original data
- To expand positive customers by finding from websites
- Advising on the introduction of API materials from Indian factories and Indian finished products, concentrating on drug group 2 and drug group 5 of the company and make sale contract for customers
- Making weekly report about customer data being was following
- Inspecting, reporting to supervisor the problems during in work

Achievement: Build good relationships with customers

Found and cooperated with big contractors in Vietnam with sales volume of over 1 year over 100,000 boxes

Learn how to make contracts and understand some knowledge about import and export

#### **(E) Additional Information**

To be recruiting and worked for a professional environment are what I expect. I believe I can contribute by developing all skills and experience I have learned and gained during five years in school.

I hereby declare that the above information furnished by me is accurate and true to the best of my knowledge and belief.

