

Curriculum Vitae

1. PERSONAL PROFILE

Name: NGUYEN THI THANH XUAN

Address: 60/18A Huynh Khuong An, Q. Go Vap, TP. HCM

Date of Birth: July 27th, 1989

Marital Status: Single

Profession: Pharmacist

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2. OBJECTIVES:

✚ Short-term objective:

- + Completely excellent assigned work, constantly learning and cultivating professional experience, practical experience for long-term teamwork.
- + Taking on the new position of the company - to promote my knowledge and strengths, contribute to the long-term and strong development of the company.

✚ Long-term objective:



Seeking a post where I can add value for my academic background, interpersonal skills and to the further growth of your respectable company with ambitions to reach higher levels of knowledge and willingness to become a good Manager in Pharmaceutical Tender, Business, Marketing.

3. ACADEMIC EDUCATION

2007-2012	Faculty of Pharmacy, Ha Noi University of Pharmacy Pharmacist Degree with an Average Overall Graduation Grade Thesis topic: <i>“Determining the specific activity of the Chymopapain preparation and injection solution”</i>
2009 – 2013	Training and English courses <ul style="list-style-type: none">✚ English basic communication: TT Sunschool, London ...✚ English specialized communication✚ English language skills in email, text report ...

4. WORKING EXPERIENCE

<p>05/2017 → T8/2018</p>	<p>Position: Medical Representative at LEO Pharma</p> <p>Founded in 1908, LEO Pharma is an independent, research-based pharmaceutical company. LEO Pharma develops, manufactures and markets pharmaceutical drugs to dermatologic and thrombotic patients in more than 100 countries globally.</p> <p>Work on site: National Children Hospital, HN Dematology Hospital, 108 Hospital, Vinmec Hospital, HN University of Medical, Hong Ngoc Hospital, Thu Cuc Hospital...</p> <p><u>Job Responsibility:</u></p> <ul style="list-style-type: none"> + Talk to Doctor about the outstanding features of the product in treating patients. The benefits that patients receive when using safe and quality of LEO products + Regularly visit the doctor so that the doctor remembers the LEO product + Work with the pharmacy and the clinic to list the list. Put the product on the hospital list + Make sure the product is included in your insurance and visit the pharmacy. + Plan and Organize group presentation to customers. + Participate in conferences that invite foreign experts to share their experiences in treating the disease. <p>- Achievement: Sales always exceeded the target: 115%, 120%, 135%...</p> <p>*Manager and marketing GPPs Pharmacies to introduce Pharmacies and boost sales.</p>
<p>6/2014 – to 3/2017</p>	<p>Position: Tender Manager Assistant at DKSH Vietnam Co., Ltd</p> <p>DKSH Vietnam Co., Ltd. is a leading service company in Vietnam for importing and distributing of pharmaceutical products, medical & consumer goods ... in Vietnam. They are company that provides comprehensive and flexible service packages covering the whole process of goods supplying from sourcing, marketing, sales, distribution, warehousing and logistics.</p> <p><u>Job Responsibility:</u></p> <ul style="list-style-type: none"> + Contact to Client about bidding/Tender information at the Hospital / Department of Health; + Check and research the bidding documents carefully and help the Client choose the correct products to attend the Tender

	<ul style="list-style-type: none"> + Control all product which will be participated in the bidding, unit selling price, product dossier ... + Preparation of documents, documents ... related to products for bidding at the Hospital / Department of Health. + Prepare all necessary information and documents for Client to work with Hospital / Department of Health on the products, applying process, direct procurement ... + Deal with all product-related situations before and after bidding at the Hospital / Department of Health. + Understand all the laws and circulars related to procurement of medicines and medical materials issued by the Ministry of Health and the Ministry of Health to solve related issues quickly and effectively. + Monitor the bid results from the hospital and the company authorized to bid. + Update the results of the bid at the Hospital / Department of Health, information to the Client. + Monitoring the status of guarantee, contract with the hospital to hospital can get the fastest. <p>- Report to Top manager.</p> <p>-Achievement: 02 consecutive years are considered as excellent performer – create a good sympathy with customer and quick and effective customer support service.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  KPI_2014_Nguyen TT Xuan.pdf </div> <div style="text-align: center;">  KPI_2015_Nguyen TT Xuan.pdf </div> </div>
2/2012 – 6/2012	<p><i>Sales Staff in charge of Chemical selling as part-time</i></p> <p>ATP Technology Vietnam Co., Ltd</p> <ul style="list-style-type: none"> + Contact the customer range of Vaccine, Pharmaceutical, Food & Beverage industry. + Do the quotation for the chemicals, instruments which are used in laboratories, quality control (QA-QC) + Consult the substitute products with equivalent quality and reasonable price. + Attend The Seminar of Drug Testing –by Central Drug Testing Institute held <p><i>Pharmaceutical representatives -as part-time</i></p> <p>Le Meditek Corporation</p> <p>Consulting and introducing the company’s distributed products to Drug stores, Pharmacies in assigned areas.</p>

	<ul style="list-style-type: none"> + Sell the product and take care the Customer + Follow up the competitors products and selling liabilities + Expand the market and look for new/potential customers
Research experience (9/2011- 5/2012)	Topic: <i>“Determining the specific activity of the Chymopapain preparation and injection solution”</i> Location: Department of Biochemistry, Ha Noi University of Pharmacy

5. PERSONAL SKILLS

Vietnamese	Native language
English	<ul style="list-style-type: none"> + Good reading skill + English basic communication (speaking and listening skills)
Computer	<ul style="list-style-type: none"> + Proficient in Microsoft Office software (Word, Excel, Power point ...) + Proficiency in software for business, meeting and reporting supports: Skype, Microsoft Outlook ... + Fluently look up the document, internet and use the necessary software for the job
Working	<ul style="list-style-type: none"> + Working capacity as independently or in team/group + Creative in the work deploying + Ability to manage, supervise and coordinate the team work. + Resistant to working environmental of high pressure + Open communication and create the Goodwill with customers + Build the collaborative relationships, support each other with the traditional customer
Personality	<ul style="list-style-type: none"> + Open-minded, sociable. + Dynamic, fast reflexes with different situations. + Be careful and enthusiastic, willing and listening to learn.
Hobby/ Interest	<ul style="list-style-type: none"> + Reading book, listening to music and watching the movies, chatting with friends and relatives. + Travelling, getting the experience and discover the new things.