**CURRICULUM VITAE**

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| --- | --- |
| Full name : **DAO VAN QUAN**  Date of birth : 13/04/1990  Health : In good condition  Marital status : Single  Hometown : Yen Phong – Bac Ninh.  Address :262/192 Le Trong Tan – Hoang Mai – Ha Noi.  Phone number : 0912909490  Email : [***daoquan1990@gmail.com***](mailto:daoquan1990@gmail.com) | C:\Users\quan\Desktop\CV Quan\ảnh.jpg |
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**CAREER OBJECTIVE**

Desired position :**Medical representative**

Job status : Fulltime

* To learn more knowledge, work on a dynamic and professional environment with precious opportunities for career advancement.
* Short – term objective: to become best medical representative for next 3 years
* Long – term objective: I desire to be a sales manager.

**EDUCATION**

2008 – 2013 : General Pharmacist – Hanoi University of Pharmacy

Graduation time : June 2013

**ACTIVITIES**

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| **Time** | **Work** |
| 09/2008 - 02/2010 | Team Youth Volunteer at Hanoi University of Pharmacy:  Organizing some events and programs such as: helping new students, “Tet yeu thuong”... |
| 03/2010 - 07/2010 | Team Youth Volunteer of Hanoi Youth Union:   * Organizing Seminars Titled "Healthy Sunday” about diabetes. |
| 8/2013–10/2016 | Work as a medical representative at DKSH company:  Looking for and take care of potential customers |
| 10/2016 – NOW | | Work as a medical representative at MITALAB company:   * Looking for and take care of potential customers |

**MAIN SKILLS**

* IT skills: MS Word, Excel, PowerPoint and Internet
* Ability to communicate well
* Good persuasive skills
* Information search skills
* Responsibility, hard work, enthusiasm for the job
* Skills to work independently
* Teamwork skills.

**HOBBIES**

* Sports: football, badminton, jogging.
* Playing game
* checking facebook

**Ms. Nguyen Thi Quyên**

KTX Ha Noi

Full name : **DAO VAN QUAN**

Hometown: Yen Phong – Bac Ninh.

Address : 262/192 – Le Trong Tan – Hoang Mai – Ha Noi.

Mobile: 0912909490

Email: [***daoquan1990@gmail.com***](mailto:daoquan1990@gmail.com)

Ha Noi,January 20th, 2018

**Subject**: Apply for Medical Representative position

**COVER LETTER**

Dear Sirs/ Madams,

# Through the process of searching about pharmaceutical company, I know **GlaxoSmithKline** is a leading pharmaceutical company in the world with a dynamic workplace, professional working style, always create the best conditions to develop human capacity. having a opportunity to work in the company will be my happiness and I am sure that with expert knowledge, work experience, I will be one of the brightest candidates for the position of medical representative of your company. I have some key strengths for this position:

• With 5 years studying at Hanoi University of Pharmacy, I have been training for searching for information skills and have good knowledge in my major.

• I am friendly, cheerful, sociable with people, good communication skills, confident in communication.

• Hard working, responsible and highly enthusiastic.

During 5 years, I have taken part in many volunteer activities in University and Hanoi Youth Union organizations. With social activities and practical experience in the pharmaceutical companies, I have accumulated a lot of experience in communication, social relationships and enthusiasm, a sense of responsibility. Please see my profile for more information on the process of learning, social activities and working experience.

Sincerely thank you!  
Best regards.  
Dao Van Quan