# OBJECTIVE

I am some one who always has an eye on my target. I endeavor to deliver high-quality work on time, every time. I can communicate clearly and effectively with colleagues, customers and managers.

I find a challenging position within a professional company where I will be able to continue to increase my work experience and develop my abilities.

# WORK EXPERIENCE

**Pharmaceutical Distribution Staff at Minh Quan Pharmaceutical Company ( From 2013 to 2014)**

**Job Description**

* To buy and sell pharmaceutical products to dealers and drugstores.
* To make a list of product inventory and warehouse inspection.
* To collect debt of customers.

**Benefits**

* To have some knowledge about pharmaceutical products.
* To improve my ability about communication.
* To negotiate about price with customers and suppliers.

**Quality Control Officer at Kinh Do Food Company ( From 2011 to 2012)**

**Job Description**

* To check material production input – output.
* To control the production line according to quality standards.
* To check the output files, report and make a list of unqualified products.
* To put forward some ideas to improve the style of work.

**Benefits**

* To improve how to solve potential problems in my work.
* To have some knowledge about quality standard.

## Office Staff at Superstar Logistics Company ( From 2010 to 2011)

**Job Description**

* To perform jobs as a receptionist, greet and guide customers.
* To prepare meetings.
* To support the other department about import export documents.
* To manage office supplies.
* To do other work assigned by manager.

**Collaborator at Department of Training Management of Open University (From 2009 to 2010)**

**Job Description**

* To support annual university entrance exam.
* To be supervisor for exams as: candidate enrolling, final semester tester.
* To check the record file and documents for senior students’ graduation.
* To respond queries of students.

# EDUCATION

* ***Ho Chi Minh City Medicine and Pharmacy University:*** Major: Pharmacist.
* ***University of Social Sciences and Humanities of Ho Chi Minh: Second Bachelor Degree.***

Major : English

# CERTIFICATION

Computer Certificate: A

# SKILLS

* Work under high pressure.
* Team-working.
* Good communication and negotiation.
* Hard- working and high responsibility.
* English skill.
* Computer skill: Microsoft Word, Excel, Power P.