****

**CURRICULUM VITAE**

**DO NGOC HUYEN**

**Address:** No.76/22J Phan Tay Ho, Phu Nhuan District, HCMC

**DOB:** August 21st, 1995

**Mobile:** 0968 749 595

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

|  |  |
| --- | --- |
| **OBJECTIVE** |  |
|  | To apply for a Sales position in a pharmaceutical company where my good understanding about pharmaceutical market combining with good sales and communication skills can be utilized to increase customer base for the company and reach all sales targets |
| **EDUCATION** |  |
| **08/2013 – 06/2018** | **Duy Tan University**  Major of Pharmacy  Degree Classification: Very Good  GPA: 8.0/10 |
| **WORK EXPERIENCES** | |
| **06/2018 – 10/2018** | **Staff in Procurement Department of Codupha Central Pharmaceutical JSC, Tay Nguyen Branch**  *Job duties:*   * Preparing all documents and paperwork for bidding process in provinces * Preparing technical proposals (legal document and product document) and financial proposals * Receiving medicine products from other companies to prepare bid documents * Coordinating with different parties and departments to facilitate bid preparations * Working as a Medical Representative to support sales activities at clinics or drugstores in responsible areas * Managing customer system and maintaining good relationship with customers * Making regular sales reports as required by Sales Department |
| **01/2018 – 05/2018** | **Internship at Thao Loc Drugstore**  *Job duties:*   * Studying about different types of medicines * Assisting the store owner in selling medicines to customers and handling any questions of patients * Learning how to diagnose diseases of patients and preparing prescriptions * Learning about sales and customer service skill |
| **OTHER ACTIVITIES** | |
| **12/2017** | Winning the second prize in Miss Pharmacy Contest at Duy Tan University |
| **05/2018 – 06/2018** | Completing Graduation thesis with the topic ‘**Survey on the usage of antibiotics in Pediatric and Infectious Disease Department of General Hospital of Eakar District in 2017’**  Grade: 8.4/10 |
| **SKILLS & ABILITY** |  |
|  | * Being fluent in using Microsoft office tools such as Word, Excel, PowerPoint and ability to explore information from Internet effectively * Can speake and write in English * Good communication and presentation skill to exchange information clearly * Good sales and customer service skills * Being flexible and creative with good problem-solving skill * Being ambitious and hardworking with teamwork spirit |