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**CURRICULUM VITAE**

**DO NGOC HUYEN**

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| **OBJECTIVE** |  |
|  | My objective is to obtain a position in a professional office environment where my skills are valued and can benefit the organization. Ideally, I wish to have a focus in marketing for a growing organization preferably digital marketing.  Desire to find a stable, stable environment in which to use their expertise, experience, honesty, care and dynamism to contribute to the development of the company. |
| **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 |