

TRẦN NGUYỄN XUÂN HOÀNG

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Experienced and enthusiastic candidate who is looking for challenging work in a new company and new industry, particularly in a Sale Admin position.

PROFESSIONAL EXPERIENCES.

Sale Admin

Aug. 2022-Sep. 2023

Vietnam Energy Inspection Corporation

- Manage correspondence, records, and contracts. Draft contracts, official documents, and minutes.
- Monitor and gather information about projects, bidding packages within the company's business sector through tender portals. Take responsible and make sure the correctness of all reports and paper works
- Analyze tender documents, develop strategies, and plan participation in tenders related to energy inspection, commodities, minerals, and petroleum fuels.
- Communicate and collaborate with partners regarding negotiations and the signing of contracts and business documents.

Operation Online Admin

Aug. 2020-Aug. 2022

Pharmacy Pharmaceutical Joint Stock Company

- Manage, process and approve customer orders on the systems. Order tracking to ensure same-day fulfillment.
- Support CS department handling problems that arise during the order processing.
- Coordinate with pharmacies and shipping points to ensure progress. Organize, manage and archive database in a logical way
- Consulting and proposing to support customers to answer their questions as well as solving problems arising in the process of placing orders or needing to replace products in orders.
- Progress reporting and multi-tasking as needed.

Sales Supervisor

March. 2019-Aug. 2020

Pacific Wood Joint Stock Company

- Find, meet, consult and exchange with partners in the field of design, construction to build a bilateral cooperation relationship with the company.
- Develop the market and contribute to changing the consumption concept of customers in the region.
- Collect information about competitors in the market, make plans and strategies to help the company's products develop in accordance with the market in each moment.

Train Operator

March. 2016-March. 2019

Vietnam railway Corporation

- Coordinate work and personnel for trains, solve problems during train running.

Project Coordinator (Event)

Jan. 2014-March. 2018

Ankin Media Corporation.

- Monitor and supervise the sales work of employees in the management area, make daily revenue reports for the company.
- Deploy and monitor promotional events and incentives for Mobifone brand.
- Search for potential partners, browse and brainstorm ideas, manage personnel and monitor, report on project progress.

EDUCATION

Railway College | Ho Chi Minh City, Vietnam.

Management and operation of railway transport | 2016 - 2019

SKILLS

- Problem solving, Planning, Project management, Critical Thinking, Team work.
- Sale consultant, Operation, C&B, Event running.
- Excel, MS Word, Power Point, Photoshop.
- English (communicate), Vietnamese (native)