



NGUYEN NGO PHONG

Sales Executive

PERSONAL PROFILE

Gender : Male
Birthday : 05/10/2001
Marital status : Single
Nationality : Vietnamese
Country : Vietnam

CAREER INFORMATION

Level : Experienced (Non - Manager)
Salary : Negotiable
Job type : Full time
Industry : Marketing, Sales / Business Development, Purchasing / Merchandising
Location : Ho Chi Minh, Bac Ninh, Ha Noi

OBJECTIVES

- Accumulate more experience, practice skills to handle work effectively and accurately
- Actively participate in soft skills courses and improve foreign language skills to have the opportunity to learn new things
- Strive to have a high level of expertise and dedication to the company
- Become an excellent employee of the company

EXPERIENCE

- Year(s) of Experience: 2
- Current Level: Experienced (Non - Manager)
- 7/2022 - 11/2022 : Warehouse Manager - HIKER INTERNATIONAL JOINT STOCK COMPANY - Full time**
- Manage, operate, organize and arrange training for warehouse operation
 - Control the arrival and shipping materials to customer, managing documents of materials
 - Inventory of materials, make sure the actual match the system
 - Checking the quality of materials when leaving the warehouse and carrying out the shipping procedures
 - Make periodic reports daily, weekly, monthly
- 7/2020 - 12/2022 : Quality Assurance - JUSDA INTERNATIONAL SUPPLY CHAIN MANAGEMENT (VIET NAM) COMPANY LIMITED - Full time**
- Complete daily quality reports to customers
 - Receive information from customers, make countermeasures and resolve complaints from customers about quality issue
 - Check samples and quality of new products from suppliers
 - Creat and manage SOP, perform periodic internal audits and prepare when customers to audit the factory
 - Discuss with customers when they audit the factory

Ensure the quality of the production line, collaborated with other departments to find out the causes, find solutions, implement and checked the results of handling when problems issue

EDUCATION

Highest Degree Level: High School / Equivalent
Completion date 6-2019
High School / Equivalent - Anh Son I High School
High School Graduation Certificate: Pretty Good

OTHER ACTIVITIES

8/2022 - 12/2022 : Member - JUSDA COMPANY VOLUNTEER GROUP
- Spending statistics, planning to buy essentials, surveying prices and contacting suppliers - Connect, spread love, support to organize games for children at love houses

6/2021 - 10/2021 : Member - JUSDA COMPANY COVID SUPPORT
- Gathering gifts and giving to people in the South affected by the Covid-19 - Donate, motivate and support the union members in the company to overcome the difficult period due to Covid-19

CAREER HIGHLIGHTS

Get good feedback from customers
Build close relationships with customers
Improvement workflow and productivity, reduce goods defect rate

SKILLS

Office skills
★★★★

Foreign language
★★★

Time management
★★★★

Teamwork skill
★★★★

Working under pressure
★★★★

Communication skills
★★★

LANGUAGES

English - Intermediate
Chinese - Intermediate