

CURRICULUM VITAE

PERSONAL DETAILS

Full name Nguyen Thanh Toan

Nationality Vietnam

Place of birth Dong Nai – Vietnam

Current address 70A/3 Area 11, Tan Hoa Ward, Bien Hoa City

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Marital status Single

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JOB TARGET

To work in a challenging, effectively contribute towards the goals of the organization, besides gaining as much knowledge as possible in order to achieve expertise in Business career.

EDUCATION

BACKGROUND

Period	Place of study	Major	Certificate
09/2002 – 07/2005	Le Hong Phong High School		Rather
10/2005 – 06/2010	Hochiminh Universty of Foreign Language and Information Technology (HUFLIT)	International Business Administration	Bachelor degree in International Business Administration

WORK EXPERIENCE

Period	Place of work	Position	Experience
03/2013 – Present	PICO HCM CO., LTD.	Sales Executives	<ul style="list-style-type: none">-Follow-up familiar clients of company.-Follow-up designers and clients to work out design for satisfying their requirements.-Work out the quotation and give them the best price.-Check the work of labor on-site.-Keep the job fluently from beginning to the end.
03/2011 – 09/2012	EVERPIA JOINT STOCK CORPORATION	Purchaser	<ul style="list-style-type: none">- Negotiation with suppliers about the price, warranty, time to delivery ...-Always complete deadline on time.
09/2010 – 12/2010	CT GROUP CO., LTD.	Salesman	<ul style="list-style-type: none">-Selling clothes and deal with customer's requirements.

PERSONALITIES

Open – hearted, eager to learn , well – behaved, proactive, responsibility, able to work independently

OTHER SKILLS

Computer Word, Excel, Power Point

Soft skill	Time management, Teamwork, Brainstorming
English skill	Communicating in English
Online application	Search Engine
HOBBIES	Reading, Music, Swimming, Football, Travel