

DAM QUYNH ANH'S CURRICULUM VITAE

Personal information

Name : **Dam Quynh Anh**
Date of birth : 16/02/1986
Gender : Female
Marital status : Married
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Hanoi
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Working experience

Jan 2018 – now: Renova Cloud Vietnam Co. Ltd

Marketing and Sales Manager

- Responsible for the company marketing activities including strategy planning and campaign delivery for different solutions and services
- Responsible for Online and Offline arrangement of road shows and events to gain market share and brand awareness.
- Responsible for market development and lead generation via different channels including digital marketing and traditional client approach.
- Responsible for taking care of the following solutions (Amazon AWS, Google G Suite, and Cyber Security) and Cloud Services to promote sales in Vietnam market.

Jan 2017 – Dec 2017: Hanel Software Solution

Project Manager cum Senior Business Analyst for multiple projects

- + *Field Appraisal System* at Mcredit (MB Shinsei Finance)
- + *Securities Depository Process* at VnDirect Securities Corporation
- + *Internal and External document management Process* at HanelSoft
- In charge of successful delivering the required outcomes of each project including: project planning, team setting-up, client's requests diagnostic, URD (user requirement document) preparation, team's performance managing, results tracking and reporting.
- In charge of development partnership with international vendors and outsources.
- In charge of managing and maintaining client's satisfaction.

Nov 2014 – Dec 2016: Intellect Design Arena Co. Ltd

Project Coordinator cum Office Assistant

- Coordinator for project “*Internet banking and Mobile banking* at Bank of Investment and Development of Vietnam (BIDV)”, assist Project Manager/ Director to supervise and advise occurring issues, present and support offshore team to fix issues as per request.
- Support Project team to fully understand and analyze business requirements from the bank, arrange meeting with client and support interpreting during workshop, presentation, training course.
- Prepare training document and user manual and project's documents such as meeting minutes, acceptance minute for each phase, tracking list of issues, GAPs, v....
- Assist in managing daily office operations: maintaining daily operating activities such as:

booking visa, accommodation for expat staff, arranging internal meetings, tracking with expenses and budget, assisting in office reception and maintenance, supporting pre-sale team to prepare contracts and bidding documents, translating and interpreting as per request.

Mar 2011 – Oct 2014: The Vietnam Prosperity Bank (VPBANK)

Regional Head Assistant at Small and middle Enterprises (SME) Division

- Assist to prepare the regional business plan and incentive programs to boost sale in each center
- Assist to revise the efficiency of the productivity management mechanism through Key Performance Indicators of each center
- Assist to prepare reports, slides for meetings with SME Head, CEO and BOM monthly, quarterly.
- Do research on new product and policies, give comments for changes and differences then update to Regional Head.
- Assist to visit big customers of the centers, highlight important issues and report to Regional Head.

Relationship Associate at Small and middle Enterprises (SME) Center

- Developing new client portfolio, maintaining and handling existing client portfolio
- Providing consultancy service on banking activities including: loans, deposit, trade and international payment for clients
- Evaluating and producing credit files to the Credit Approval Committee

Project Officer at Strategy Center

Intensively participated in 5 different projects: (1) Transformation Program related to Credit-risk tools; (2) Credit Process Center; (3) Value Proposition (4) Fee Income (5) SME Center construction

- Carrying all stages of project management including: diagnostic, planning, preparation, implementation, monitoring and evaluation. Making reports and presentation to PM, BOM weekly, monthly.
- Deliver training session, classroom for new products and sale skills to staffs at branches in order to improve their performance.

Education

2009-2010	University of Exeter, Exeter, United Kingdom <i>Master of Science in Finance and Management</i>
2007-2009	Northumbria University, Newcastle, United Kingdom <i>Bachelor of Arts in Finance and Investment Management</i>
2005-2007	National Economic University, Hanoi, Vietnam <i>Higher National Diploma of Business and Technology Education Council (BTEC HND) in International Business Management</i>
2004-2005	Hanoi University, Hanoi, Vietnam <i>Bachelor of Science in German language</i>

Language proficiency

English proficiency

Fluency in English (both written and spoken)

Good translation skills (technical, research, legal documents)

Good interpretation skills (field trip, training courses and workshops)

Computer proficiency

Microsoft Office : excellent (Word, Excel, PowerPoint)

Outlook Express : excellent

People for reference

1. **Mr. Ngo Binh Nguyen**, Head of SME Center, Vietnam Prosperity Bank, 89 Lang Ha street, Email: nguyennb@vpbank.com.vn, Mobile: +84 934278643
2. **Mrs. Vu Thi Hien**, Office Manager, Intellect Design Arena Co.Ltd, R2122-2123, Level 21, Capital Tower, 109 Tran Hung Dao street, Email: hien.vu@intellectdesign.com, Mobile: +84 936865489