Quang Truong Trieu

Administrative staff

Sales man with over 7 experience years. As a motivated individual, I am seeking a new dynamic environment where I have chance to utilize my creativity and raise my passion, especially English is commonly used for working purpose. These are the things that my current job does not meet.

My living experience and working skills are assets that I would bring to work. My career objective is to become an outstanding staff that enables me to mature and allows for advancement.

Experience



Contact information

Phone

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E-Mail

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July 2013 -

Sales man

- 2022
- Consulting and supply of building materials, metal and electrical goods to customers via email, phone or direct exchange.
- Set up meetings and convince potential customers
- · Guaranteed stock for sale and demonstration.
- Report the director on the company's business activities.
- · On behalf of company in many events.
- Contacting with customs to do customs clearance.
- · Making the customs profile and related documents.
- Communicating and contacting with suppliers, customers about the receiving and delivering schedules.
- Negotiate contracts with customers and handle complains.
- Making and following up the import export plan, sales plan.
- Check the Import Export documents, calculate the tax, ship fee.

Accomplishments:

- 2015: Achieved professional certificates of customs clearance
- 2018: Excellent sales man
 Increase sales 36% after 1 year
- 2019: Bonus a Singapore trip from the company



Education

Sep 2010 -

University of economic and technical industries.

Jul 2013

Majoring in Information Technology



SkillS

CUSTOMER 8/10

PERSUASIO

N

GOAL 7/10

ORIENTED

NEGOTIATI- 7/10

ON

TIME 7/10

MANAGEME

-NT

ACHIVEMENTS AND CERTIFICATES

2015 Achieved professional certificates of customs clearance

by General Department of Vietnam Customs



Reading

Gym

Travelling

Meditation