

# **NGUYEN THUY VIET THU**

## **(Emma Nguyen)**

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### **GOALS:**

- I want to get myself to be a part a team which add the values of community, the values of our life.
- My short term goal is to find a place that will put me in a forward-moving, a forward thinking with solid performance and future projections.

### **PROFESSIONAL EXPERIENCES**

#### **09/2017-Now: Sales Manager at Sheng Fa Viet Nam**

- Preparing quotations for customers.
- Reporting directly and on a regular basis to General Manager.
- Managing the sales process to close new business opportunities
- New business generation by meeting potential clients to understand needs and providing relevant solutions.
- Building strong and collaborative relationships with other internal stakeholders
- Identifying opportunities for new business development through following up on leads and conducting research on target clients.
- Networking with potential buyers at trade exhibitions.
- Ensuring that deliveries are dispatched on time.
- Establish sales activity plans for the Vietnam market by utilizing market, business, and product knowledge.
- Proposing development directions and strategies in the next period.
- Identifying and qualifying sales opportunities.
- Monitoring how each individual sales representative is doing.
- Providing regular feedback to the sales team in trade reports.
- Planning and organizing the day to day activities for the sales team.
- Assigning territories and leads to sales staff.
- Providing sales training and on-going mentoring to staff.

#### **7/2016-07/2017: worked as freelancer related to translation at home.**

**9/2014-6/2016: worked as takeoff-employee at Marina Landscape, Inc.**

**12/2013- 8/2014: worked as volunteer in social fields, collaborator at social networks.**

**12/2012- 12/ 2013: joined the full time training in Philippines.**

**6/2011-9/2012 : Action Line and HR coordinator at Norfolk Engineering (Vietnam)**

- Communicate with customers.
- Dealing with redundancies, gross misconduct, maternity leave issues.
- Receiving the incoming calls from customers.
- Developing & improving existing HR procedures and processes.
- Organizing and arranging interviews for candidates.
- Writing the terms of employment & contracts for new employees.
- Conducting interview with job applicants, asking relevant questions.
- Writing job specifications and designing job adverts. Deciding which online job sites & newspapers to advertise jobs in.

**8/2009- 5/2011: Merchandiser and Purchaser (Materials Department) at EINS VN Co., Ltd, Binh Duong.**

- Build and develop relationships with key suppliers and customers.
- Purchase and make contracts with chosen suppliers insuring that best prices have been obtained and that supplies are secured.
- Constantly review and secure strategic alliances with our customers and suppliers. Find new suppliers if necessary for new products or components.
- Prepare purchase requisitions, approve and issues purchase orders in accordance with company policy and negotiated terms and conditions
- Track Purchasing activity and measurements.
- Continually develop expertise to support growth for new projects.

**2008-2009: worked at Hoa Viet company.**

## **EDUCATION**

- Bachelor of English in Social Science and Humanities University.
- Certificate of Microsoft Office.
- Certificate of Chinese language.

## **SKILLS**

- Self-management/ Strong organization skills.

- Have a high sense of responsibility.
- Problem solving
- Adaptable
- Leadership/ Teamwork
- Fluently both in English and Chinese.

## **HOBBIES**

- Cooking, exercise
- Reading, traveling
- Socializing with people