

Full name : Nam Truong

Date of birth : July 10th 1992

Address : Room 701, 7F Floor, B11C Block, Trung Hoa

Nhan Chinh, Nam Tu Liem Dist, Hanoi

Cell phone : (+84) 988.244.086

Email : congnam090@gmail.com



**CAREER
OBJECTIVE**

- In short term, I desire to master all the knowledge in the logistics industry and become a professional salesman
- In the long-term, I would like to be a Regional sales Manager

**WORKING
EXPERIENCE**

6/2013

Worked as internship import-export staff at Tan Long Joint stock company

- Being trained about the fundamental knowledge of agricultural products import-export activities.
- Having chances to work with some foreign customers via email, phone.
- Learning how to use several office machines such as: Photocopier, scanner, Printer ...

**7/2014-
11/2015**

Working as Purchasing Officer for Samsung Electronics Vietnam:

- Purchasing necessary tools and materials for manufacturing process, such as metal mask, JIG, gloves...
- Supporting Pro 3M activities
- Supporting recruitment affairs to interview operators

**11/2015
- 2/2017**

Ocean Import Customer Services at Nippon Express Vietnam

- Handling all tasks related to import commodities from oversea to Vietnam via maritime transport, such as submitting E-manifest on Vietnam National Single Window, receiving Customs Clearance Sheet from satellite office, handling troubles of goods in transportation progress...

		<ul style="list-style-type: none"> • Arranging trucks and tractors to transport goods from Haiphong port to customer's warehouse • Consulting importing procedures for clients • Collecting all the invoices from carriers, co-loaders and the customs authorities for payment; preparing documents for payment • Preparing monthly reports to manager.
WORKING EXPERIENCE	3/2017-Now	<p><i>District Sales Executive at Expeditors Ha Noi</i></p> <ul style="list-style-type: none"> • Manage an assigned territory and demonstrate extensive knowledge of potential customers and competitors in this area • Timely data entry in our Customer Relationship Management tool • Orchestrate customer / branch relationships and collaborate with regional Product, Service, Geo, and Knowledge Management resources • Participate in the creation of value-added solutions for customer's logistics needs, including supporting diagrams and cost-benefit calculations • Support the transition of new accounts through customer introductions, information transfer, and securing any necessary customer paperwork. When needed, support AR (accounts receivable) collection. • Attend training & development sessions to continue developing selling skills and updating Expeditors Product and Service knowledge • Involvement in local trade groups, as directed by the District Sales Manager • Take on additional assignments as required, supporting company needs
EXTRA-CURRICULAR ACTIVITIES		<ul style="list-style-type: none"> • Green Summer Campaign Foreign Trade University Youth Union • Worked as media supporter for program "<i>AdAsia Vietnam 2013</i>" held on 11th – 14th of November, 2013. • Worked as a physics private tutor for 3 years when I was in university
EDUCATION		<ul style="list-style-type: none"> • Major: International Trade, Foreign Trade University • Bachelor's Degree: very good • GPA: 3.45/4 (= 8.16/10) • Awarded encouraging scholarships with excellent degree of one terms • Certificate of "<i>Building and Managing Ecommerce Website – Online Sales – 2013</i>" certified by Vietnam E-commerce Association.

SKILLS	<ul style="list-style-type: none"> • Fluent in both verbal and non-verbal English • Able to work effectively under high pressure • Good at individual and team-working • Proficiency in MS Office, Internet research, ... • Good at presentation and meeting customer.
CHARACTER	<ul style="list-style-type: none"> • Detail-oriented • Easy-going and sociable • Enthusiastic and reliable • Hard-working and self-improvement • Good at Math and Physics, Chemical.