



HOÀNG HỒNG VIÊN

02/12/1990 _____

Nguyen Dinh Chieu St., Dakao Ward,
Dist. 1, HCMC

+ 84 1267 302 159

hoanghongvien.k14n@gmail.com

CARREER GOAL _____

- Expect to work in a professional international environment that challenges me further, allows me to share my experience, knowledge, ability and contribute to the continued growth and success of the organization.
- Seek for a working environment in which I am brought opportunities to expand knowledge, enhance skills, develop career and win promotion as well as improve life quality of mine.

SKILL _____

- English pronunciation
- Communication
- E-customs Declaration & Ecosys Registration
- Export Documentation
- Task and time management
- International Sales
- Problem solving
- Ten - finger typing & Microsoft Office

PERSONALITY _____

- Eager to learn
- Hard - working
- Flexible
- Careful & Patient
- Self - motivated
- Ambitious
- Honest
- Friendly

HOBBY _____

- Reading - Singing
- Travelling

EDUCATION _____

- VAN LANG UNIVERSITY** - 2008 to June 2012
B.A. in English (Teaching Major)
- UNIVERSITY OF PEDAGOGY HCM CITY** - 2010
Pedagogy training certificate
- BRITISH INTERNATIONAL CONSULTANCY & TRAINING (TESOL)** - 2012
Teaching English to Speakers of Other Language
- UNIVERSITY OF ECONOMICS HCM CITY** - 2011
International Business Certificate.

EXPERIENCE _____

2016 **ENGLISH TUTOR** **Grade 4**

- Teaching material: FAMILY & FRIENDS
- Grade 2** (A British pupil of European International School HCMC)
- Teach mathematics in English.
- Reading - Writing

ENGLISH SPEAKING CLUB

- Do lesson plan.
- Be an instructor in English speaking group.

2017 **TOPICA NATIVE** **Online English Teacher**

- Prepare for the classes.
- Be a native teacher assistant.
- Be an English teacher.

Jul 2012 - Mar 2017 **NGOC NGHIA GROUP** **(NGOC NGHIA INDUSTRY - SERVICE - TRADING JSC)**

Documentation Executive and International Sales Representative Descriptions:

- Expand international customer network by building up relationships with new customers and maintaining business with the current ones.
- Take business trips abroad (arrange all by myself for the trip).
- Take phone calls from customers.
- Take responsibility for the quotation and negotiate the price, delivery terms, payment terms, etc., with customers then finalize the pro - forma invoice.
- Deal with and respond to high volumes of emails.
- Process a high volume of product orders.
- Contact the person in charge of production plan to ensure the probable release date of cargoes.
- Work with forwarders or shipping lines for shipping schedule and booking.
- Process invoices and all export documents for all sales transactions (Customers: Global Coke, Pepsi, big beverages companies, converters,...).
- Register Customs Declaration and Ecosys for the shipments.
- Follow up all shipments to ensure the orders reach their destinations quickly, safely and without problems.
- Negotiate with insurance company for cargoes insurance.
- Solve problems arising in business.

Achievements:

- Achieve more than 80% yearly KPIs in four years.
- Handle all export documents that were handled by 2 persons.

Aug 2017 - Present **THANH THANH CONG GROUP (TTC)** **International Senior Sales Executive**

- Expand international customer network by building up relationships with new customers and maintaining business with the current one.