



NGO TRUONG PHUC THO

DOCUMENTATION STAFF

CONTACT

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EDUCATION

2020 - 2024

**HO CHI MINH CITY UNIVERSITY
OF ECONOMICS AND FINANCE**

Bachelor of International Business

GPA: 3.55/4.00

Scholarship 50% for 4 years study
at UEF.

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

CERTIFICATE

- English (B1 level) - 2024
- Office informatics certificate - 2023
- Customs Practice academic - 2023

CAREER OBJECTIVE

Adapt to the working environment at the company. Apply the knowledge and skills learned in school to the field of import and export in a real-world setting, while continuously striving to quickly master the job.

WORK EXPERIENCE

International Logistics Corporation (InterLOG)

Business Development Intern (10/2023 - 01/2024)

- Conducted Market Research: Analyze trends and identify potential clients.
- Client Relationship Management: Supported client relationship management by addressing inquiries, preparing presentations, and maintaining communication to ensure client satisfaction.
- Sales Support: Assisted in preparing sales proposals, coordinating sales meetings, and contributing to achieving sales targets.
- Collaborative Projects: Worked closely with cross-functional teams to support business development initiatives.
- Achievements: Supported sales in closing a deal, and participated in organizing a customs finalization report seminar.

Nha Trang bird's nest Quy Nhon branch

Sales staff - Store manager (08/2023 - 09/2024)

- Present products to customers, provide information on features and offer personalized recommendations to enhance the shopping experience.
- Ensure inventory is well-organized, track stock levels, coordinate restocking, and maintain accurate records for efficient store operations.

ACTIVITIES

Member - Teaching & Event

11/2022 - 8/2024

Nu Cuoi Em Tho Community Project

- Teaching skills to underprivileged children
- Organizing events for university students to participate in

Secretary

09/2020 - 09/2022

Class 20D1KQ17

- Engaging with members of the branch and coordinating school and class activities

Member

09/2020 - 01/2021

People and Environment Club

- Selling baked goods to raise funds and organizing charity activities
- Participating in environmental protection activities in Binh Thanh district