

TRAN MINH CONG

SALES EXECUTIVE



 Male

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 Dai Mo, Nam Tu Liem, Hanoi

SKILLS

- Proficient in office software
- Strong research and analysis skills
- Effective communication and persuasion
- Quick learning and adaptability
- Ability to work under high pressure

CERTIFICATIONS

: MOS WORD 930

: TOEIC 670

: MOS EXCEL 887

CAREER OBJECTIVE

- 1-year goal: Enhance practical knowledge and skills in business. Master customer acquisition, consulting, and care. Establish a solid foundation for sustainable career development.
- 3-year goal: Become a key member of the company, effectively executing business strategies and aiming for higher positions.

EDUCATION

● Academy of Policy and Development

Investment Economics

9/2021 - 3/2025

- GPA: 3.19/4.0

- Acquired a strong foundation in economics, business, investment, and risk management.
- Awarded a scholarship for top of students.

WORK EXPERIENCE

● VPS Securities Company

Intern - Consultant

8/2023 - 3/2024

- Researched the market and investment products.
- Assisted customers in account opening and basic investment consulting.
- Developed market analysis and customer persuasion skills.
- Key skills gained: In-depth knowledge of financial markets and investment products.

● **NovaSky Real Estate Company**

Sales Executive

4/2024 - 7/2024

- Introduced real estate products of Vinhomes and provided consulting services.
- Assisted customers throughout the transaction and contract signing process.
- Key skills gained: Strengthened communication, persuasion, negotiation, and customer service skills.

● **ChiHair Company**

Sales Executive

8/2024 - 11/2024

- Managed and sold products on TikTok, Facebook, and Instagram.
- Created content, conducted live streams, and engaged with customers.
- Key skills gained: Developed consulting, customer service, and real-life problem-solving skills. Additionally, improved English proficiency through work interactions.

ACTIVITIES

● **Volunteer Club - Academy of Policy and Development**

Member

11/2021 - 11/2022

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