

# TU THI HONG THAM

## BUSINESS DEVELOPMENT

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### SUMMARY

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With over 2 years of experience in operations management, contract handling, and client collaboration, particularly in large-scale construction and electromechanical projects within the B2B sector, I am skilled in negotiation, stakeholder coordination, and project management. Eager to transition into the technology industry and apply strong project support skills in a fast-paced, data-driven environment. Quick learner with a proactive mindset and a strong interest in tech-driven project operations.

### WORK EXPERIENCE

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#### Project Coordinator

*Victory Trading and Technology Joint Stock Company | 10/2022 - Present*

- Managed client relationships, ensuring smooth communication between stakeholders and project teams.
- Conducted market research to support pricing strategies and project proposals.
- Assisted in preparing bids, proposals, and contracts for potential clients.
- Negotiated with suppliers and subcontractors to optimize costs and contract terms.
- Handled project tasks such as monitoring progress, managing interim payments, and overseeing final settlements.
- Organized and participated in meetings with clients, improving business engagement.
- Maintained and managed project data, supporting decision-making for management.

#### Accounting Intern

*Setviet Tax Agency Limited Liability Company | 02/2022 - 06/2022*

- Supported business operations by preparing detailed financial analyses and reports.
- Maintained professional relationships with internal stakeholders while handling their financial queries.
- Demonstrated strong attention to detail in managing financial documentation.

### KEY PROJECTS

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- Hinode Suite Project 28A Pham Hung (45 billion VND)
- Ha Nam Social Housing Project (40 billion VND)

- Australian Embassy Renovation (3 billion VND)
- Lestar Sapa Hotel (10 billion VND)
- Pegasus Factory (4 billion VND)

## EDUCATION

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**Bachelor of Accounting** | Thuong Mai University (2018-2022)

- GPA: 3.42/4.0
- Honors: Scholarship and Outstanding Student Award

## SKILLS

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- Client Relationship Management
- Contract & Proposal Negotiation
- Database Management
- Market Research & Data Analysis
- English Communication
- Proficiency in Microsoft Office and document management systems

## ADDITIONAL INFORMATION

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- Strong prioritization, time management, and organizational skills.
- Ability to work independently and in a team-oriented environment.
- Willing to learn, and growth-oriented
- Eager to expand experience in business development.
- Solution-oriented with the ability to solve problems effectively under pressure.