

1. Mẫu CV bằng tiếng Anh Sales số 1

CURRICULUM VITAE

.....

Sales Executive

Gender: Female

Date of birth:

Family Status: Single

Address:.....

Cellphone:

Email:

Website:.....

CAREER OBJECTIVE

Having a good job. Becoming good Manager in 2 coming years.

I believe that there are always new things to learn and that learning never stops as long as an individual is given the opportunity. I take every opportunity to upgrade my skills.

WORKING EXPERIENCE

Above 5 years

Golden Silk Boutique Hotel

July, 2016 to

Present Sales Executive

- Seeking for cooperation with travel agent companies.
- Establish and maintain close relationships with established clients and continually explore new business opportunities.
- Sending weekly sales call account, sales planner
- Supporting sales online staff.
- Working with charter companies such as Anex, Pegas, Odeon, Beautiful Holiday, Follow me...
- Advertising the property on the Internet.
- Responding to the incoming call and email.
- Negotiating on price, specifications... with guest.
- Handling guest's request and complaint, cooperating with other departments to solve it.
- Doing reservation tasks.
- Handling other duties as assigned.

HC Hospitality Group*Assistant Director of Sales & Marketing*

July, 2014 to Jun,
2016

- Organizing of the Sales & Marketing department which included, market segmentation, contract rate policy.
- Developing a business plan and sales strategy for the in charge market segments that ensures the attainment of hotel goals and profitability.
- Suggesting strategy regarding revenue management, yield and pricing in the

different marketing, to optimize the room occupancy and revenue.

- Submitting weekly sales call accounts, sales call planner and reports in details of business pending as hotel's policy.
- Taking care the prospective clients, where possible combining this with visits to existing satisfied customers.
- Working closely with the related operation departments on all details for a prospective new contact and gain the repeatedly their supports ensuring guest's requests
- Up-keeping of a client and agent database, updating where necessary to allow effective promotions.
- Working with online travel agents such as booking.com, agoda, expedia, traveloka, ctrip, chudu24, mytour.vn,...
- Negotiating on price, specifications with charter companies such as Anex, Pegas, Odeon, Beautiful Holiday, Fashion...
- Advertising the property on the Internet.
- Responding to the incoming call and email.
- Handling guest's request and complaint, cooperating with other departments to solve it.
- Handling other duties as assigned.

Hanoi Red Tour

January, 2011 to Sales and Tour Operator

August, 2014

- Advertising services on the Internet.

- Responding to the incoming call and email.
- Recommending customers to book tours and other services.
- Planning tour program for customers.
- Booking of guides, transportation, hotel rooms and various reservation and itinerary for inbound customers and tourist guide also.

EDUCATION

Major: Tourism

Hanoi Open University

2014 - Good

English - Very good

MS Office: Good

ADDITIONAL SKILLS

- Team work.
- Proactive, decisive, innovative work.
- Ability to work independently.
- Communication skills, negotiation and convincing customers well.
- Can work under high pressure.

HOBBIES

English, reading, communicating, traveling,...

REFEREE

Mr. John

General Manager - Golden Silk Boutique Hotel – 0123456789 – john@abc.com

I assure that the information provided is true and correct!

2. Mẫu CV bằng tiếng Anh Sales số 2**Curriculum Vitae****Full name**

CAREER Objective:

SALES/TRADE MARKETING FIELD**PERSONAL DETAIL**

Date of birth:.....Place of birth:.....

Address:.....

Mobile:.....

Email:.....

Health:.....

Marital Status:.....

SUMMARY OF QUALIFICATIONS

- **“Key Account Management”** by ISM Center
- **“Trade & Shopper Marketing”** by ISM Center
- **“Project Management”** by G&H Training
- **“Building Brand Leadership”** by Institute of Applied Marketing (IAM)
- **“Merchandising”** by GLOBAL TEAM International Marketing Consultant

EDUCATION**2004 – 2008:**

+ Degree: Bachelor of Economics.

+ Major: Marketing Administration – University of Economics HCMC

2009 ToEIC 900

Van Minh Language Centre

RELEVANT EMPLOYMENT**Nov 2009 – Present: SAVIET COMPANY**

+ Position: Sales Manager

- Develop Go-to-market plan for GT & MT channels (sales model, distribution model, merchandising strategy, pricing strategy, prioritized portfolio by channel, measurable KPIs ...) base on brand positioning, target audience, adjacency category and shopper behaviour.
- Start-up distributor selection from beginning to the end (screening, evaluates, call bidding, negotiate commercial terms, setting and align KPIs ...)
- Develop and amplify supporting tools for trade: promotion, POSM, sell presenter, handling objection tool, incentive scheme & respective execution guideline.

+ Key Achievement:

Total turnover of Sunny category in 2010 grow 26% vs last year.
Team Contribution Award for reaching high result vs. target.

March 2008 – Oct 2009: UUC. COMPANY

+ Position: Sale Manager

- Define growth opportunity of Oral Care Category in Vietnam via 4 angles: portfolio, channels, merchandising and promotion with support from internal data and market research data (Retail Audit, Gain & loss, U&A, Shopper behaviour...)
- Propose sales target from building volume forecast with impact of promotion, seasonality and Marketing campaign.
- Manage performance of Oral Care Category: channels conflicts, performance by brand by channels, budget ...

- Develop and deploy supporting tools for trade from understanding retail, shopper and salesmen insight: promotion, POSM, selling tools, handling objection tools, etc. ...
- Partly develop Integrated Category Building Plan with key role of Trade part via 4 steps: Category and Channel Audit, National Category Building plan, Jobs to be Done and Trade Category Plan.

+ Key Achievement:

- Total turnover of Hahah category in 2008 grow 26% vs last year.
- Team Contribution Award for reaching high result vs. target.

+ Field Sale Customer Management
+ Train The Trainer
+ Sales Fundamental

HOBBIES AND PERSONALITY

- Having inquiring, creative and humorous mind & love to join social activities & community.
- Dynamic, enthusiasm, enterprising and having sense of responsibility & good at leadership and team work.
- Strong analytical thinking.