



# LƯU BẢO VIỆT

## EMPLOYEE



To use my skills and experience in the best possible way for achieving the company's goals.

## Work experience

August 2022 - present

### QA-IQC employee

#### Competition Team technology Vietnam Co., Ltd.

- Collect information and data from actual goods to update and make weekly and monthly reports.
- Make return and return documents and receive goods for partner parties.
- Be the responsible person (PIC) for the return authorization (RMA) to the TV screen.
- Manage and report the quantity of goods in stock.- Hold weekly meetings with partners

May 2021 - July 2022

### Sales and marketing staff

#### Trong Thien Automobile Co., Ltd.

- Post articles promoting products through Facebook channels, forums and run ads.
- Introduce, consult products and answer customers' questions via phone, facebook, zalo and mail.
- Welcome and support customers to choose to buy a car, complete paperwork for the car

Dec 2016 - Jun 2017

### TEACHING ASSISTANT

#### POPODOO English Center

- Supporting foreign teachers in the teaching process.
- Entrance test for students to study.
- Marketing for the center.



### Date of birth

April 13, 1999



### Phone

0869870675



### Email

Businessof.LBV@gmail.com



### Website

<https://www.facebook.com/baoviet1304/>



### Address

Thanh Son, Uong Bi, Quang Ninh, Vietnam



### Gender

Male



## Education

**HA LONG UNIVERSITY | SEP 2017 - JUN 2021**

Major: Resource and environmental management



## Skills

### Language:

- English

### Soft skills:

- Good communication  
- Punctual people

### Computer:

- Word, Excel, PPT, PDF.  
- Update data and make report



## Certifications

**2021**

Office Informatics

**2023**

IELTS 6.5

## Activities

May 2019 - Jun 2021

### Contestant

#### **HA LONG UNIVERSITY'S STARTUP IDEA COMPETITION 2019**

- Brainstorm part ideas and present the startup model.
- Won the consolation prize.

Nov 2018 - Jun 2021

### Volunteers

#### **HALONG BAY HERITAGE MARATHON CLUB**

Assist the organizers and support the athletes participating in the competition.