



NGUYEN HOAI KHANH

Trainee of IMPIA

- 14/8/2000
- Female
- (+84) 941920190
- hoaikhanh1408@gmail.com
- Hanoi, Viet Nam
- <https://www.linkedin.com/in/nguyen-khanh-479262214/>

SKILLS

- Proficient in computer skills:
Word, Powerpoint, Excel

- Proficient in
Japanese

- Able to handle situations with
customers

- JLPT:
N3

- TOEIC: 850
(Auditions)

CAREER OBJECTIVE

My current goals are: graduate with an excellent degree and get a JLPT N2 out of 130 and find a part-time position in an environment that provides a greater challenge, increased self-benefit. As someone who loves to learn new knowledge, ability to quickly adapt to new environments, not afraid of difficulties, I look forward to challenging myself as an intern in a professional working environment and use my knowledge in the best way to contribute in achieving company goals, gain more experience while enhancing the company's productivity and reputation. With the ENFJ-T personality, I will work hard and apply my skills to achieve my goals as well as those of the company

EDUCATION

2018 - PRESENT

VIETNAM NATIONAL UNIVERSITY | Major : Japanese Language and Culture

- GPA: 3.5
- Class president since 2nd year

WORK EXPERIENCE

SEPTEMBER 2019 - PRESENT

TUTORING AT HOME | Tutor for Secondary students

- Teach from scratch for students who have lost their roots and advanced teaching for students with a background
- Help prepare for high school entrance exam specializing in Japanese for students

MAY 2020 - AUGUST 2020

EDURA CENTER | Telesales

- Contact to make an appointment to check the student's level on the available data daily
- Contact to advise students about interactive online courses with Instructors
- Coordinate with marketing and customer service departments to work and report daily, weekly and monthly work to superiors
- Schedule a consultation appointment with about 10-15 customers

JUN 2019 - SEPTEMBER 2019

EDUTALK CENTER | Sales

- Looking for customers who want to learn English on facebook groups
- Message to find out needs and take care of customers
- Make a report on the needs and difficulties of the customer for the consultant to advise
- Tranfer the profile of the customer who wants to schedule a specific interview with a consultant
- Close the client's clear time and place with the consultant
- Schedule a consultation appointment with about 5-10 customers

ACTIVITIES

2015 - 2018

JAPANESE FESTIVAL | Volunteers

- Participate in the logistics and communication department for the Japanese festival such as: writing articles for the page, assisting in interviewing candidates, designing the stage, providing equipment and lighting for the show.
- Join to pick up Japanese students with teachers
- Join Hanoi tour guide for Japanese students with seniors