



LINH TRUONG

SALES SUPPORT COORDINATOR

OPERATIONS · ORDER MANAGEMENT ·
SALES & CLIENT CARE

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Live portfolio & latest updates: cvlinhtr.pages.dev



PROFILE

With a background in Business Accounting, I have held various roles in Sales Operations, Data Coordination, and Senior Administration within FMCG companies, ranging from start-ups to multinational corporations. More recently, I have gained experience in Industrial Real Estate and IT Software.

Over my 5++ years of professional experience, I have learned that kindness and a supportive mindset are not just personal values; they are essential for effective collaboration and long-term organizational growth. I am always open to meaningful opportunities and genuine connections.

EDUCATION & CERTIFICATES

Bachelor of Business Accounting

Finance — Marketing University

2014 — 2018

Member of the Executive Committee of the College.

- Certificates: TOEIC Cert — IIG; Informatics Cert level B — DOET; ISO & ISMS Cert — AGEST VN
- Additional Courses: LinkedIn Learning — Supply Chain Foundations, Sept 2025; DataCamp — Joining Data in SQL/Power BI, May 2024

WORK EXPERIENCE

Career Transition Period & Project-Based Assignments

Career Transition Period · Trading, IT Software

Aug 2025 — Jul 2026

Managed project-based contracts across Trading and IT Software while balancing family priorities. Delivered operational support processing sales, reporting, and contracts. Having completed this transition, ***I am now fully ready to commit to a long-term, full-time role.***

Sales Support Coordinator (ft. MKT, CS Dept.)

KCN VIET NAM · Industrial Real Estate

Dec 2023 — Jul 2025

- Sales Management: Oversee proposals, track contracts, and process payments; work closely with the Sales, Customer Service, and Marketing teams on lease agreements (IPA, PLC, NDA, etc.), brokerage contracts, and third-party licensing services.
- Data Management: Process sales data, prepare reports, and update client information (PO/PI, SO, EXR, ADV) on CRM and NetSuite (Oracle) to track the pipeline accurately and serve clients effectively, including surveys and evaluations.
- Collaboration: Coordinate with Legal, Finance, and the Project/Factory teams to streamline documentation, support project handovers, and process payments.
- Engagement: Take part in sales execution, coordination, and follow-up to maintain strong relationships with tenants, brokers, service providers, and partners.

Sales Data Coordinator — Operations

ORGALIFE VIET NAM • FMCG

May 2021 — Nov 2023

- Summarize the sales report regarding sell-in and sell-out targets, key performance indicators (KPIs), and the incentive policy. Track inventory and stock levels on a monthly and quarterly basis. Monitor the Working Plan of the sales team, ensuring work instructions promote safe and efficient operations, including accounts payable (AP) expenditures.
- Ensure brand consistency across all marketing channels and materials. Prepare and refine sales forecasts, providing insightful analysis and making necessary adjustments based on each SKU's performance throughout different seasons.
- Coordinate with various departments: Operations, Trade Marketing, Finance, E-commerce, Logistics, and Legal (the Internal Team). Assist in strategic planning, guiding sales orientation, leading sales initiatives, and supporting logistics operations.
- Collaborate with Trade Marketing to announce, implement, summarize, manage budgets, and control promotional activities and display programs. Manage and execute sales contracts and related sales activities across various channels, including Modern Trade (MT), VNPOST, General Trade (GT), and New Channels.

Sales Administration — MT Channels

MARS WRIGLEY VIETNAM • Seasonal Contract • FMCG

Jun 2020 — May 2021

- Verified sales targets and administered incentive programs to drive salesperson performance; optimized master data for Stores and SKUs and resolved issues related to deliveries, promotions, and orders.
- Produced sales and forecast reports by Salesperson, Brand, and Core SKUs to inform planning and execution.
- Executed TPM promotion contracts and prepared documentation for timely announcement to HCM MOIT.
- Managed distributor expense claims and processed invoices in SAP to ensure accurate and prompt payments.

Trade cum Admin Executive

SINOTRADE GLOBAL VIET NAM • Intern → Official

Aug 2018 — Jun 2020

- Effectively prepare and manage essential documentation, such as contracts, statements of work, liquidations, forecasts, and quotations, to ensure seamless client interactions.
- Proactively identify and cultivate relationships with potential customers to drive business growth.
- Deliver insightful reports on sales, expenses, debts, and forecasts while meticulously calculating key performance indicators (KPIs) for the sales team. Collaborate closely with customers to guarantee that all agreements, especially payment terms for each order, are consistently met.
- Streamline and finalize commercial import and export procedures, ensuring all required documentation and invoices are completed accurately for compliance and efficiency.

SKILLS

- Systems & Tools: CRM, SAP, DMS, ERP, Oracle NetSuite, Advanced MS Excel, Word & PowerPoint, Power BI
- Working Style: Flexibility / Multitasking, Time Management, Organization, Proactive and willing-to-do attitude, Independent & Teamwork
- Mindset: Analytical & Problem-Solving, Detail-oriented, Logical thinking
- Languages: Vietnamese (Native), English

ADDITIONAL INFORMATION

- Interests: Reading, writing, hiking, archery, art, music, observation.
- References: Truong Khac Nguyen Minh; Le Thi Hong Diep — KCN VIET NAM (contact details kept private; kindly reach out for contact details upon request).

COVER LETTER

*Eager to work with a positive attitude and
contribute my full efforts to the team.*

Dear Mr./Ms./Mrs. Human Recruiters,

With a background in Business Accounting, I've taken on roles in Sales Operations, Data Coordination, and Administration across FMCG companies—from start-ups to multinational corporations—and more recently in Industrial Real Estate.

A little about myself: When entering a new environment and facing many difficult challenges, I am willing to learn, accumulate knowledge, and keep my enthusiasm to the end. I believe that if the opportunity comes, I will focus my best efforts on the work.

And with approximately 5++ years of experience, I've learned that kindness and a supportive mindset are not just personal values but key drivers of effective collaboration and long-term organizational growth. I am always open to meaningful opportunities and genuine connections.

I desire to contribute my abilities, and I crave to be an asset to your team. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your organization.

Warm regards,

linh truong