



QUYNH HO

SENIOR SALES COORDINATOR



Quynh.ho@colliers.com

EDUCATION AND QUALIFICATIONS

Bachelor of Commerce
at RMIT Vietnam University

CONTACT DETAILS

MOB [+84] 945684701
DIR [+84] 28 3827 5665
FAX [+84] 28 3827 5667

Colliers International
3rd Floor, Deutsches Haus
HCMC,
33 Le Duan Blvd,
District 1,
Ho Chi Minh City,
Vietnam.

www.colliers.com

AREA OF EXPERTISE

Quynh Ho has been working as a senior admin officer for nearly 4 years in Real Estate and Office Leasing Services. For two years, she worked for a grade A office-serviced firm before joining Colliers. Her main tasks there were to provide administrative services to approximately 40 clients, from billing to secretarial support as well as office planning. She joined Colliers as the Senior Sales Coordinator for Valuation & Advisory Services responsible for proposal and contract management, account receivables and project tracking.

PROFESSIONAL ACCOMPLISHMENTS

2015-2018: Be an Office Administrator at LevelOne Saigon Business Centre in Kumho Asiana Building/MPlaza Le Duan

- Data record relation to Inventory, Expenses, Contracts and Services
- Conducting monthly service bill for clients and Accountant Department
- Be fully responsible for office maintenance, renovation and decoration
- Purchasing office stationery and daily goods
- In charge of meeting and event planner for Clients
- Managing HR documents

2019: Administrator in Valuation and Mortgage Services Department at Colliers Vietnam

BUSINESS AND EDUCATIONAL BACKGROUND

- Bachelor of Commerce at RMIT Vietnam University

COMMUNITY INVOLVEMENT

AIIESEC RMIT Vietnam- Providing Youth Development By Global Internship & Volunteer

- Being a Marketing & Communication member to connect AIIESEC to University's Councils among HCMC in order to promote my youth club and university to other students.