



PERSONAL DATA

☎ 096 33 66 173
✉ chilk791@gmail.com

KEY SKILLS

- Communication & External Relations
- Coaching & Training
- Presentation Skills
- Creative & Flexible Problem Solving
- Project Planning & Implementation
- Independent & Teamwork Skills

LANGUAGES

- Vietnamese: Fluent
- English: Intermediate

EDUCATION

Foreign Trade University

Major: English Language
(Business English)

Certificate of Financial Planner
- Level 1 (VFCA)

Vietnam Financial Consulting Association

LOMA 281, 291, 302

Professional Summary

LE THI KIM CHI

WORKING EXPERIENCES

Jun/2022 – Present

AIA Vietnam Life Insurance Company Ltd

Assistant Manager | Master Coach & Strategic Project Lead (Bancassurance)

- Master Coach & Program Lead: Serve as the Master Coach for all training programs, lead the design and execution of various strategic initiatives to improve team performance.
- Key Project Leadership: Lead and manage numerous high-impact projects. Key examples include:
 - AIA x FIDT Wealth Academy (Certified Financial Planner): Partner with external experts to build a professional financial planning curriculum; also serve as a key trainer for core modules.
 - Skill Assessment Program: Designed a system to evaluate and classify Sales Managers, bank staff, creating customized development plans.
 - Leadership & Sales Development: Developed a series of programs to upgrade leadership and management skills for SMs and Regional Heads.
 - Private Banking/High-Net-Worth (HNW) project: Specialized training for bank staffs, High-Net-Worth HNW sales (FA) handling HNW clients, focusing on premium financial consulting
 - Branch Coaching & Joint Fieldwork: Develop practical training frameworks and empower management teams to deliver on-site coaching for bank staff and partners
- Strategic L&D Partner: Work closely with bank partners (VPB) to analyze training needs & align training roadmaps with business strategies.
- Performance Tracking: Monitor daily/weekly reports and use business data to continuously improve training quality & ensure long-term impact.



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WORKING EXPERIENCES

Feb/2017 – May/2022:

Aviva Vietnam Life Insurance Company Ltd
Bancassurance Trainer

Main duties:

- Be responsible for training, motivating sales forces (IO/SIO/EIO/ASM). Assure to meet the active ratio of new sellers and other approved KPI
- Deliver training session to bankers, sales forces in compliance with approved training contents, applicable law, the company's regulation, products and other sales skills
- Take part in researching and designing training materials under the assignment of Training Manager
- Take in action to identify learning solutions based on feedback, observations and business performance including training completion reporting
- Ensure that risks taken in own areas of work controlled within approved limits
- Other tasks as assigned by Head of Banca Training.

Aug/2013 – Feb/2017:

Manulife Vietnam Life Insurance Company Ltd
Local Sales Representative
(Micro – Insurance Department)

Main duties:

- Follow up and collect the premium from the Vietnam Women's leaders
- Be responsible for Membership status of assigned area
- Support receiving claim profiles and compensation payments and payment instructions



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Professional Summary

LE THI KIM CHI

WORKING EXPERIENCES

- Represent and promote product in training seminar
- Implement new sales in the assigned area.
- Work regularly with union staff at all levels to persuade and guide to reinstate the lapsed policies for the customers
- Provide and update information regularly on the implementation of micro-insurance to the leaders of provincial and district Women's Union...

Aug/2012 – Aug/2013:

AITC International Training & Consultancy
Teaching Assistant & Admin Staff

Main duties:

- Assist trainers in supervising classroom's activities
- Support trainees across the curriculum
- Take care of classrooms, assisting lecturers in their lectures, writing reports on classrooms.
- Be responsible for printing and preparing training documents & stationery for training courses; preparing bills, contracts with clients & partners.
- Manage the company's website.
- Be in charge of making monthly social/health/unemployment insurance reports and timely submitting to Hanoi Insurance Department...

PERSONAL QUALITIES

Hard working, responsible, honest, good attitude, willing to learn and be a quick learner

INTERESTS:

Listening to music, watching movies and traveling.