

Dear Sir or Madam,

My name is Simona Acquisto and I would welcome to discuss potential opportunities in joining your organization.

As an experienced and persuasive professional with more than 15+ years of experience in South East Asia, I am confident that I would be a valuable contributor to your company.

My background encompasses excellent experience directing contract administration and management for companies such as Asco Lotus Travel, a specialist in MICE & Luxury Italian market as well as Focus Asia, where I currently hold the role as Regional Director of Contracting & Product.

From maintaining key relationships with suppliers and service providers to negotiating optimal and cost-effective contract terms, my skill set and professional success is certain to render me an immediate asset to your team.

Highlights of my experience include:

Spearheading all facets of contract initiation and execution; drafting, analyzing, negotiating, and continually revising contracts, amendments, and addendum while negotiating strategic terms.

Negotiating supplier contracts in behalf of, and skillfully managing a multi-million dollar contract with a German key client, generating 3.7M in annual revenue.

Creating and implementing contract templates, processes, and tools and designing and leading training program for up to six employees to measurably improve performance, quality, and best practices.

With my proven commitment to delivering the highest quality of contract administration and management, I am well prepared to extend my record of exceptional service to your team. I welcome the opportunity to discuss suitable positions, and my qualifications, with you in further detail.

*Confidentiality with regards to present employer is kindly requested.*

Attached my CV.

Thank you for your consideration.

Yours sincerely  
Simona Acquisto

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