



# NGUYỄN THỊ NHƯ HUỲNH

## RECEPTIONIST

### SUMMARY

With flexible communication skills and customer service experiences, I am eager to contribute and grow with Circle K by enhancing guests and partners satisfaction and Company's professional image.

I am committed to continuous improvement and dedicated efforts to deliver positive results for Circle K's future growth.

### WORK EXPERIENCES

#### CÁI LÒ NƯỚNG CO., LTD.

10/2024 - 4/2025

##### Sales Administrator

- Managed customer database using internal systems.
- Handled order intake, monitored the fulfillment process and resolved customer complaints via order management software, chat, and hotline.
- Coordinated with other departments to track inventory and ensure adequate stock availability.

#### BABY DINO PSYCHOLOGY CLINIC

8/2024 - 2/2025

##### Receptionist Part-time

- Welcomed clients and provided information on clinic services via in-person, chat, and hotline support.
- Managed appointment schedules for doctors and psychologists, ensuring smooth clinic operations.
- Maintained physical and electronic customer records within the clinic's system to ensure accuracy and privacy.

### ACTIVITIES

#### Event Assistant

International Cooperation Seminar by the Department of History, HCMC University of Education and National Chung Cheng University (Taiwan)

- 27/09/2001
- 0353001210
- ntnhuynh2709@gmail.com
- District 8, Ho Chi Minh City

### EDUCATION

2021 - 2025

#### HO CHI MINH CITY UNIVERSITY OF EDUCATION

*Bachelor of International  
Studies*  
*Department of History*

### SKILLS

#### HARD SKILLS

- Proficient in MS Office (Word, PowerPoint, Excel)
- Basic design and editing tools (Canva, CapCut)
- Basic English communication

#### SOFT SKILLS

- Teamwork and interpersonal relationship building
- Flexible communication and clear information delivery, problem analysis and timely complaint handling to ensure customer satisfaction
- Ability to manage pressure and handle multiple tasks in a fast-paced environment