

ĐỒ LÊ XUÂN THI

EXPERIENCE

2018 - 2019

RECEPTION EXECUTIVE CUM SALES ADMIN • VIET KHOI LANDS

- Monitor and update information about products, shopping carts, and sales policies of the investor to sales staff and related departments.
- Support and monitor the status of transactions arising at Affiliated Floor until the transaction is successful (deposit transfer, contract signing schedule registration, contract signing date,...)
- Understand the transaction process of assigned projects to answer and advise the Floor's questions Link on paperwork, processes,... during the sales implementation process.
- Manage signed Contracts and Addendums; ensure confidentiality of the terms in the Contract copper/Appendix
- Welcome and assist visitors and customers
- Answer and forward phone calls
- Handle incoming and outgoing mail

2019 - 2020

ASSISTANT CENTER MANAGER • I CAN READ COMPANY

- Support the Center Manager in checking documents, contracts, and student enrolment records of the entire center to submit to headquarters;
- Support Center Manager in warehouse import and export management, inventory checking, and warehouse reporting
- Support the Center Manager with the logistics of organizing student events and activities at the center
- Check money and deposit money at the bank according to center operating procedures
- Support Center Manager to manage timekeeping of personnel at the center
- Support Center Manager with stationery management, administration, teaching assistants, etc.
- Support Center Manager in managing classroom revenue through checking attendance and updating the attendance system

2020 - 2021

RECEPTION EXECUTIVE • MM MEGA MARKET

- Welcoming and guiding customers when they come to work at the Company
- On-call and resolve inquiries via hotline
- Receive and process incoming and outgoing documents, letters, and dispatches



Xuanthi.dole@gmail.com



0328.340.493



Thủ Đức city

OBJECTIVE

For me, the career object is constanly learning experience to get ahead in work. With 6 years experience in service industry, I desire to learn new knowledge, take advantage of my own skills completed the job excellently

- Coordinate office administration and prepare logistics for Company meetings and events
- Monitor and manage stationery, ink, and block assets office. Receiving requests, purchasing and distributing stationery, Call for ink refills and printer repairs for departments. Summary and report expenses at the end of the month.
- Monitor, manage and dispatch vehicles at the company
- Supervise the implementation of cleaning and security work at the company

2021 - Now

**PROPERTY DEVELOPMENT SENIOR
EXECUTIVE • MM MEGA MARKET**

- Make rental payment for landlord, Business travel expense for manager
- Drafting contract, annex, liquidation, documentary
- Support for business trips for manager (booking airline tickets, hotels, poolcar,...).
- Stationery management and booking room for meeting
- Take minutes for meeting
- Contact landlord for some matters arising (reduce rental, extend contract, ect)

EDUCATION

Nong Lam University

Bachelor of accounting

SKILLS

- **Problem solving skills**
- **Communication skills**
- **Office computer skill**
- **Good average level of English**