



NGUYỄN UY VŨ

ADMINISTRATIVE ASSISTANT

✉ vu.ng1682@gmail.com
☎ 0913818125
🌐 linktr.ee/vung1682
📍 Hanoi, Vietnam

CAREER OBJECTIVE

I'm on the lookout for roles in Administration and Office Support in Vietnam, where I can put my skills and practical experience to work for seamless business processes. I prioritize organization, meticulousness, and providing top-notch service in a professional setting.

EDUCATION

HOTEL & RESTAURANT MANAGEMENT

HIGHER VOCATIONAL DIPLOMA

Örebro, Sweden

08/2023 - 06/2024

INFORMATION TECHNOLOGY

INTERMEDIATE DEGREE

Karlstad, Sweden

08/2020 - 06/2023

CREDENTIALS

CERTIFICATIONS

IT Specialist - Network Security

IT Specialist - Networking

MTA: Windows Fundamentals

MTA: Python

LANGUAGES

Vietnamese: Native

Swedish: Proficient

English: Good

SKILLS

- Strong organizational and time management
- Multitasking and effective task coordination
- Customer service and operations experience
- Proficient in MS Office (Word, Excel, Outlook)
- Flexible in both in-office and remote working environments

EXPERIENCE

RESTAURANT OPERATIONS COORDINATOR

Bamboo Restaurang Nora, Sweden | 08/2024 - Present

Coordinate daily operations, oversee orders, and support the operations team remotely. Handle customer feedback and assist in service improvement. Assist with menu development, staff scheduling, and workflow supervision

RESTAURANT MANAGER

Bamboo Restaurang Nora, Sweden | 06/2023 - 08/2024

Supervised restaurant staff and daily operations

Handled in-person customer service issues

Ensured hygiene and food safety compliance

Executed opening and closing procedures

ADMINISTRATIVE ASSISTANT

Michaels Admin Service (Remote/Freelance) | 02/2022 - Present

Managed correspondence and business emails

Scheduled meetings and maintained calendars

Handled invoices, documentation, and internal reporting

Updated internal systems and client database

RECEPTIONIST

Thanh Thai Palace, Kristinehamn, Sweden | 01/2023 - 05/2023

Welcomed and assisted customers

Processed orders, printed invoices, and handled payments

Provided friendly and professional service support

REFERENCES

MICHAEL MICHAELSEN

Jurist

at Michaels Admin Service

(+46)700917431

michmich1962@gmail.com

THUY VU

CEO

at Bamboo Restaurang

(+46)736160377

bamboo.nora@gmail.com