



21/03/2002



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Thu Duc City, Ho Chi Minh City

EDUCATION

Vietnam Aviation Academy

Business Administration

GPA: 3.32

Classification: Good

SKILLS

Microsoft Office

Adapting to Multitasking

Negotiation and Conflict Resolution

Cost Management and Optimization

Document Processing and Archiving

HONOURS AND AWARDS

2 Certificates of Merit for outstanding achievements in the work of the Student Union and the student movement of the Academy.

4 Academic Scholarships offered by the Academy.

CERTIFICATES

Application of advanced information technology

TOEIC 760

NGUYỄN NGỌC PHƯƠNG NGUYỄN

CAREER GOALS

The knowledge, experience and seriousness are luggage for me to seek development opportunities in the field of administration. I want to find a place where I can apply the organization, time management and effective communication, aiming to optimize the working process and costs in the company, ensuring work efficiency

ACTIVITIES

Foreign Affairs Board of the Vietnam Aviation Academy Students' Association | 2021 – 2023

- Supported the organization of programs and events at the Academy for approximately 300-400 students.
- Collaborated in teamwork to implement programs.
- Organizing committee member in the Green Summer Campaign 2022, Spring Volunteer Campaign 2023,...

WORK EXPERIENCE

Cabin Crew Department – Vietnam Airlines | 09/2023 – 02/2024

Organization and Administration Intern

- Archiving files and documents.
- Managing and supplying stationery.
- Implementing payment requests for the procurement of tools, equipment, materials,...

Café Katinat Joint Stock Company | 04/2024 – Present

Receptionist cum Admin

- Performing reception duties at Café Katinat JSC's office: welcoming guests, supporting partner appointments, receiving and forwarding hotline calls to relevant departments,...
- Performing Admin work for a chain of 3 companies: Café Katinat JSC - D1 Concepts JSC - Phê La JSC.
- Receiving and sorting mail, processing and archiving incoming/outgoing official documents, managing the seals of 3 companies.
- Managing and coordinating meeting room schedules and the schedules of company drivers.
- Managing facilities, equipment, tools used for the office, inventory of items, drinking water, and distribution of stationery and uniforms to employees.
- Managing business trips: monitoring and supporting the business trip schedules of employees nationwide, searching for hotel services, renting cars, negotiating to optimize costs.
- Managing and optimizing administrative costs such as electricity, water, express delivery, gasoline, stationery orders,...
- Processing payment requests, or advance/reimbursement requests for administrative costs, business trip costs,...
- Supporting some urgent tasks for BOM.