



NGUYEN THI MY TIEN

RECEPTIONIST

CONTACT

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Date of birth: 06 - 02 - 2002

Huu Thanh commune, Tra
On district, Vinh Long
province

EDUCATION

2020 - 2024

CANTHO UNIVERSITY

- ♦ International Business – High Quality
- ♦ GPA 3.38

INFORMATION TECHNOLOGY

- ♦ Obtained a basic computer skills certificate

CERTIFICATE

- ♦ Certificate TOEIC 760
- Chinese HSK3

JOB OBJECTIVE

In the first three months, I hope to quickly grasp the workflow and system, gain work experience, and learn to handle arising issues from those with extensive experience in this field.

Additionally, one of my long-term goals is to become a permanent employee and stay committed to the company for the long term, as well as contribute to its further development.

WORK EXPERIENCE

Mid Most Hotel

06/2023 - 12/2023

Receptionist

During my time as a receptionist at Mid Most Hotel, I developed problem-solving skills to address customer requests. I had the opportunity to enhance my communication skills and work with foreign guests.

SKILLS

Language: I have reading comprehension and communication skills in English, including understanding documents in English. I have basic communication skills in Chinese and am currently working on improving my Chinese communication skills.

Technology: Proficient in Word and Excel skills.

In terms of expertise, I have a solid understanding of Incoterms 2010 and accumulated knowledge of import-export operations from materials and lessons provided by my instructors at school.

My soft skill: communication skills, teamwork, and problem-solving skills.

HOBBY

My hobby is discovering and learning new things.

SCHOOL ACTIVITIES

Participated in a school-level scientific research project titled "The Impact of Innovation Activities on the Performance of Listed Export Companies on the Ho Chi Minh Stock Exchange" focusing on aspects such as product innovation and production process innovation of the companies.