



# NGO MINH ANH

## ADMINISTRATIVE SPECIALIST

15/07/1997 🎂

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## CAREER OBJECTIVE

- Desire to contribute, strive to develop myself, and be committed to the company for a long term.
- Become proficient at work in a short time, and successfully complete the assigned targets.
- Learn and improve professional skills.
- Accumulate more experience in handling work quickly.

## EDUCATION

2015 - 2019  
**Van Hien University**  
**Business Administration**  
Bachelor of Business Administration (BBA)

## SKILLS

Reporting skills



Communication Skills



Good time management skills



MS Excel



MS Word



Negotiation skills



Analytical and Problem-Solving skills



English



# EXPERIENCE

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03/2021 – 03/2025

## M\_Service JSC

### Facilities Management

#### 1. ONBOARDING MANAGEMENT:

- Issue elevator access cards to employees at the PMH building.
- Assign and inform the cleaning staff about the designated seating locations to clean and arrange the desk surfaces before the employee's start date, arrange seating.
- Ensure sufficient notebooks and pens are available.
- Track information when new employees register for access cards.

#### 2. OFFICE CARD MANAGEMENT:

- Register/unregister parking cards for employees in 3 buildings.
- Receive information about employees' leaves of absence and verify the information on the HRM system.
- Consolidate employee leave records to cancel parking card registration in advance and send messages to employees who have not returned their cards.

#### 3. PAYMENT RESPONSIBILITIES:

- Process payments for parking and elevator access for 3 buildings, and manage monthly payroll deductions.
- Review and reconcile monthly parking and elevator deposit and card payment lists.

#### 4. OFFICE SPACE MANAGEMENT AND ARRANGEMENT:

- Report on the status of flexible seating.
- Regularly report and propose solutions for employee seating arrangements.
- Plan for the implementation of a hybrid work model.
- Send layout files to team leaders for review of current seating availability.

#### 5. MAIN POINT OF CONTACT AND LIAISON WITH BUILDING MANAGEMENT:

- Manage and resolve facility service requests, feedback, and issues from departments and employees
- Manage access registrations, construction permits, event registrations, etc.
- Regularly coordinate with internal security for site checks and monitor the handling of office damage repairs and property loss.

#### 6. INTERNAL EVENT MANAGEMENT:

- Manage decorations for Tet, holidays, and other internal events

06/2020 – 11/2020

## BELLSYSTEM24-HOASAO Company

### RECEPTIONIST – ADMINISTRATIVE OFFICES

- Ensuring the reception of partners and customers to contact work at the company.
- Welcoming candidates to contact for job interviews.
- Ensure the management of stationery, ink, bags and toilet paper.
- Support for management when coming to work at the Branch.
- Ensure the receipt and delivery of dispatches to and from the branch office.
- Support the Administration Department with related work.
- Support Sales Department about customer contact information.
- Directly manage, arrange and coordinate functional departments at the branch office.
- Support projects at the Branch in terms of printing, papers and forms.
- Prepare equipment, employee cards, ATM cards, fingerprints for timekeeping for the Office and Project blocks at the Branch.
- Manage timekeepers and timekeepers for employees.

03/2019 – 05/2020

## Jolie Siam Joint Stock Company

### RECEPTIONIST BUILDING