



# NGUYỄN ÚY VŨ

ADMINISTRATIVE ASSISTANT

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📍 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

## 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

## 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

## REFERENCES

### MICHAEL MICHAELSEN

Jurist

at Michaels Admin Service

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### THUY VU

CEO

at Bamboo Restaurang

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