

26/02/2003

Female

0706041255

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District 6, HCM

OBJECTIVE

As a recent graduate in Business Administraton and having experience in welcomes guests positively, mailing and filling documents, controling the using status of document cabinets with my skills in communication, problem-solving ability, detail oriented and proficiency in MS Office. My goal is grow professionally in a dynamic environment, develop a long-term career in Admin, then contribute to improving customer satisfaction and office quality.

WORK EXPERIENCE

Công Ty TNHH Mỹ Phẩm Đại Phúc

Jun 2022 - Oct 2022

Sales Consultant Staff

- · Advised and sold beauty products to both Vietnamese and foreign customers.
- Achieved 95% of monthly sales target through effective consultation.
- Maintained daily sales reports to track revenue and customer preferences.

Công Ty Cổ Phần Tập Đoàn Golden Gate

Mar 2023 - Jul 2024

Cashier and Service Staff

- · Handled daily cash transactions, ensuring 100% accuracy in accounting reports.
- · Assisted in inventory management and reported financial data to the accounting team.
- · Improved customer satisfaction by recommeding suitable menu items and promotions.
- · Developed strong interpersonal skills by interacting with diverse customers and ensuring a positive dining experience.
- · Quickly resolved customer complaints and special requests to maintain satisfaction and loyalty.
- · Worked closely with kitchen staff and colleagues to coordinate orders and deliver timely service.

Công Ty TNHH Bảo Hiểm Hanwha Life Việt Nam

Jul 2024 - Oct 2024

Human Resources Intern

- Managed job postings and screened over 50+ resumes.
- · Scheduled interviews and coordinated recruitment processes with hiring managers.
- Maintained employee records and assisted in organizing career events.
- · Participatied in meetings to update the department's recruitment information everyday.

EDUCATION

University of Economics Ho Chi Minh City

2021 - 2024

Business Administration

GPA 3.48/4

CERTIFICATIONS

Bachelor's degree from University of Economics Ho Chi Minh City

Test of English for International Communication (TOEIC) - 695

The Internet and Computing Core Certification (IC3)

2023

2024

2022

SKILL

- MS Office (Word, Excel, PowerPoint, Sheets, Docs) and design tools (Canva)
- Soft Skills (Communication, Organization, Problem-solving, Ability, Teamwork)
- HR (Employee Record Keeping, Data Entry & Report, Recruitment, Interviwe Scheduling)

The Best Staff at Golden Gate restaurant

INTERESTS

- Travelling
- Playing sports
- Reading

REFERENCES -

Circle K website

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Sep 2023