

TRƯƠNG THỊ KIM THANH

Receptionist/ Administrative

Profile

20/11/1996

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9H ngõ 343 Đội Cấn, Ba Đình, Hà Nội



Quản trị Nhà hàng và dịch vụ ăn uống

Đại học Công nghiệp Thành phố Hồ Chí Minh 08/2014 - 06/2017

Work experience

RECEPTIONIST

PwC Vietnam 3/2023 - 1/2025

Answer phone calls promptly (within 2 rings), take phone message and follow the phone call guideline Warmly welcome guests, client take guests to the correct meeting rooms and arrange the bartender to serve water/coffee to guests. Keep record of visitor check in/check out.

Receiving & delivery mailing/document/ newspapers and parcel; coordinate with internal messenger in sorting and deliver mails to relevant people.

Book and manage the office car

Make payment for postage fee and office car every month

Count overtime of drives once a month

RECEPTIONIST

TASSUI DINING AND LOUNGE

04/2022 - 08/2022

- Welcome the visitors and set up the table for them.
- Receive the booking table via phone, message Facebook or website.
- Take care VIP Customers like ask them about feedback maincourse or dessert, what they want to set up for booking table on a special day, ...
- Take inventory of supplies and restock as needed.
- Daily report about number of booking, number VIP customer and give some recommend for improving service