Nguyen Pham Duy An

Security Teamleader

Education
Ho Chi Minh City Open University
Business Administration (2012 – 2016)
Studies undertaken

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Professional Summary

Experienced Security Team Leader with hospitality background, strong security skills, and professional communication. Skilled in ensuring guest and staff safety, handling incidents, and collaborating across departments for a secure and welcoming environment.

Career Experience

Shift Supervisor – Service Team
Chuyen Gia Lau Co., Ltd | 2017 – 2018

- Supervised front-of-house operations during dining hours.

- Managed service staff, assigned tasks, and resolved customer issues.

- Ensured service quality and compliance with hygiene standards.

- Coordinated with kitchen and management to deliver consistent customer experience.

Assistant Head Chef (Chinese Cuisine)
Tan Son Nhat Hotel & Restaurant | 2018 – 2020

- Supported head chef in managing kitchen operations for Chinese dishes.

- Supervised food preparation and quality control.

- Assisted in menu development and staff training.

- Ensured compliance with food safety and cleanliness regulations.

Coteccons Construction Joint Stock Company, Ho Chi Minh City

Security Team Leader | Since June 2020

- Supervised the security team and coordinated daily operations to ensure site safety and security.

- Collaborated with other departments to respond to incidents and enforce safety regulations.

- Conducted regular safety training and fire prevention drills.

- Reported directly to the site management board regarding safety protocols and incident resolutions.

- Key Projects: Lencaster Legacy, Urb Green, CR8 Phu My Hung, LEGO Factory - VSIP 3, Long Thanh International Airport

Technical Proficiencies

- Team supervision and coordination

- Site safety and security procedures
- Strong communication and problem-solving skills

- Basic computer literacy (Microsoft Word, Excel)