



LƯU NGỌC VY

CURRICULUM VITAE - ADMIN



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☎ 0942059594

✉ luungocvy92@gmail.com

🏠 466/29 Le Van Sy Street, Ward
14, District 3, Ho Chi Minh City,
District 3, Ho Chi Minh, Vietnam

PERSONAL PROFILE

Gender : Female
Birthday : 29/09/1992
Marital status : Married
Nationality : Vietnamese
Country : Vietnam

SKILLS

Admin ★ ★ ★ ★

LANGUAGES

English ★ ★ ★

OBJECTIVES

_ I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for myself, and the opportunity to help the company advance efficiently and productively.

_ Seeking a responsible job with an opportunity for professional challenges.

_ To use my skills in the best possible way for achieving the company's goals.

CAREER INFORMATION

Level : Experienced (Non - Manager)
Salary : Negotiable
Job type : Full time
Industry : Administrative / Clerical
Location : Ho Chi Minh

EXPERIENCE

Year(s) of Experience: 4

Current Level: Experienced (Non - Manager)

1/2018 - 8/2019 : Admin - Hanwha Life Viet Nam

_ Receive a reception at the Company's office, receive guests, arrange meetings for the Board of Directors.

_ Booking air tickets, hotels ... for officials and employees on business trips.

_ Manage records, papers, incoming dispatch, dispatch letter.

_ Coordinate in the implementation of office administration: Distribution of stationery, management and procurement of assets and tools.

_ Develop a plan, organize and supervise the implementation of issues related to fourth order, labor safety, labor hygiene, fire and explosion prevention, legal relations with local administrative agencies.

_ Control costs of stationery, property replacement repairs and other administrative expenses.

_ Participate in organizing cultural events of the Company.

9/2016 - 9/2017 : Admin - ProMind - Research & Consulting

_ Perform Receptionist duties, including attending to incoming calls,

receiving and serving visitors, handling of mails.

_Handle courier service and distribute mails.

_Maintain phone directory listing and register of incoming and outgoing mails.

_Any other responsibilities as assigned.

6/2015 - 8/2016 : Receptionist - Nhat Ha 3 Hotel

_Check in and check out

_Provide guests recognition at all times by interaction with guest on a continual and complete.

_To do your utmost to ensure optimum guest comfort and satisfaction.

_To record all guest complaints, guest comments and compliments, damage or loss of guest property, and other relevant information.

EDUCATION

Highest Degree Level: Bachelor

Completion date 3/2015: Bachelor - Van Lang University

Major: Hospitality Management

Completion date 2010: High School / Equivalent - Phu Nhuan High School