

NGUYEN HOANG ANH

HOTEL RECEPTION



INFORMATION



male



19/02/1992



0987654321



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Ba Dinh, Ha Noi

ACADEMIC LEVEL

Hanoi Open University (2013-2017)

Faculty: Tourism

Specialization: Tourism and Travel Management

Rating: Excellent

ACTIVITY

- Join the Student Volunteer Club of Hanoi Open University
- Join Sao Khue Volunteer Group: distribute food and clothing donations to homeless people

CAREER GOALS

Looking forward to experience in a professional working environment, learning and practicing the most accurate communication skills. Besides, I also want to use my skills to serve the best job.

Besides, she also aspires to become the best receptionist at the restaurant.

SKILLS

Communicate



Handle situations



Quick learning



AWARDS

- Second prize of the university's scientific research program in 2018
- First prize in office computing with score of 8.
- Excellent students of the school

INTERESTS

- Likes reading, watching news
- Likes participating in social activities
- Trying new business fields
- Reading books
- Joining groups develop people skills

REFERENCE PERSON

Mr. Nguyen Van Khang
Restaurant front desk manager
098 121 2411

WORK EXPERIENCE

7/2020 - now

Restaurant 123+

Location: : Restaurant Reception

- Job: Welcoming customers to the restaurant, helping customers when they have difficulties, answering customer questions, answering customers' phone calls.
- Experience gained: Able to adapt to many different environment, better able to work under pressure. Learn more communication skills and handle situations when needed.

7/2019 - 6/2020

Clothes shop 777

Position: : Clothing salesman

Job: Cashier, sales consultant for customers, arrange work and clothes at the store, always keep the store clean and beautiful.

- Experience gained: Communication skills with customers, skills Ability to handle situations when customers are not satisfied with the product

PARTICIPATION PROJECT

Customer Expansion Project at Restaurant 300

- Role: Sales staff and former customer file manager at the Company
- Result: Second prize at school level in scientific research competition

MORE INFORMATION

Additional information (if needed)