



VAN THI NHU THINH

NiNi

📅 03/03/1993

☎ 0905671393

📍 Ward 22, Binh Thanh district, HCM city.

👤 Female

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OBJECTIVE

I am a kind of person who likes to meet and talk to new people so I hope that this position will improve my languages and communications skills.

SKILLS

English Language



Mandarin Language



Microsoft Office Word/Excel



CERTIFICATIONS

- Chinese Proficiency Level 5 (HSK5)
(07/2017)

- Certificate of studying Chinese language in China
one year
(07/2017)

- The Degree of Bachelor in English
(06/2016)

- Certificate of satisfactory participation in the ASEAN
camp
(08/2015)

INTERESTS

- Listening music
- Singing
- Watching movies
- Reading

EDUCATION

Danang University of Foreign Language Studies (2012 > 2016)
Bachelor of Tourism English

WORK EXPERIENCE

Huawei Technologies Vietnam Co., Ltd (11/2020 > Now)
Admin Assistant

- Handle office admin task (pantry, facilities, stationary, ...)
- Support to other departments in admin tasks: booking, payment, trip schedule,..
- Support admin job related to Hr - Admin department as assignment: documentation, team activities,....

SeJong real estate company (09/2017 > 03/2020)
Sales staff

- Meet with prospects and clients interested in properties to offer them real estate deals.
- Communicate with clients to identify their requirements and choice of property.
- Act as intermediaries liaising between property sellers and prospective buyers to facilitate property deals.
- Prepare documents such as purchase agreements, and lease contracts.
- Maintain contact with clients to have opening to discuss future business prospects

Guilin University of Electronic Technology (09/2016 > 07/2017)
International Student

- Improve speaking, listening, writing and comprehensive Mandarin skills.
- Participate in extracurricular activities.

DaNang Naman Resort (06/2016 > 08/2016)
Receptionist

- Welcome and greet incoming guests to the hotel.
- Confirm reservations, explain hotel amenities.
- Deal with guest queries, provide prompt and professional guest service to meet guest needs.