






NGUYỄN THÁI NAM PHƯƠNG

Sales Department




ABOUT

I am a detail-oriented and independent person who is able to handle stress and work with a professional attitude in order to contribute to overall company's success. Currently I am seeking for a place not only to work, but also "second home" to grow in my expertise career path.







Information

 27/11/1997
 + 84 707 745 878
 ntnphuong27@gmail.com

Professional skills

 Reception
 Sales & Consultant
 Customer Service

Personal skills

 Time Management
 Problem-Solving Skills
 Teamwork
 Stress Resistance
 Presentation Skills
 Critical Thinking

WORK EXPERIENCE

TopOnSeek | Search Marketing Agency
Account Executive

Feb 20 – July 22

- Working directly with AM and clients, taking briefs, making proposals, and presenting to Manager and clients
- Working with internal members to devise an advertising campaign that meets the client's brief and budget.
- Collaborating daily with AM/ Project leader and clients to complete the detailed project plan, task list day-to-day, and follow-up KPIs commitment.
- Reporting weekly, monthly, and quarterly including risks, benefits, KPIs achievement to AM/ Leader and clients.
- Being responsible for 3 - 4 accounts management in parallel smoothly.

Liberty Saigon Greenview Hotels
Sales Department

Nov 18 - Nov 19

- Receive and confirm reservation of guests
- Receive and handle all requests related to reservation: new arrival, adjustment or cancellation via phone, email or fax.
- Maintain good relationships with loyal customers, at once develop new source of customers. To reply complaints related to reservation.

Burger King
Cashier

Dec 16 - Nov 18

- Upsell Food And Beverage products.
- Ensure orders are thoroughly checked before serving to the guest.
- Welcome the guests in a friendly and personalised form.

EDUCATION

Saigon Tourism Vocational College
GPA: 7.0/10.0 - Good
Major: Hospitality Management

2015 - 2018