

PERSONAL INFORMATION

Nguyễn Hoàng Khuê Tú

Being such a curious and versatile person, I am always searching and developing myself to the fullest. My attention for qualified work stands along with my joy working with people. My aesthetic sense allows me to view the world under different lens. My life purpose is to inspire, embrace and thrive through creativity and passion. I'm seeking for opportunity in an open environment to devote, learn and self-develop.



📍 11, Duong Quang Ham st, ward 5 Go Vap district, HCM city

📞 0945985420

✉️ khuetu.nguyenhoang@gmail.com

WORK EXPERIENCE

04/ 2019–10/ 2021 - HR internship at Boston English center:

- +Solid communication
- + Analytical skills
- +Critical Thinking
- +Organization
- +Passion, Creativity and Patience
- +Technical Skills

09/ 2021–03/ 2022 - Warehouse keeper cum Admin Officer at Deutsches Haus: Fit-out document control:

1. Preparing and handover document control for new tenant coming
2. Organizing and storage Fit-out documents, Drawing for All tenants of building
3. Fit-out completion notification when Contractor completed Fit-out works

Inventory and stock taking control:

4. Storage Toilet paper/ trash bags/ soap inventory control with cleaners
5. Building keys/ temporary tenant lease area locks with technical team
6. Manage and issued Access & parking card for Service team/ Maintenance team
7. Supporting purchasing activities
8. Follow up with vendors for delivery of goods

Manage spare part:

9. Storage and control In-Out Spare part of contractor handover to Deutsches Haus
10. Coordinate with contractor teams to handover spare parts management

EDUCATION AND TRAINING

2017–2021

Bách Khoa University

268 Ly Thuong Kiet Street, 14 Ward, 10 District, Ho Chi Minh City, HCM city (Vietnam).
www.hcmut.edu.vn

Major: Industrial Management**GPA:** 7.15/10**Certificate:** IELTS 6.0**General knowledge:**

- Having strong foundation of production management, operating procedure skill, control product quality and manage, care of production materials
- Developing leadership skills, communication skills, problem-solving skills, work under pressure skills and analytical skills, presentation, negotiation, data analysis, financial skills, human resources management.
- Having practiced a variety of characteristics and personalities
- Studying hard skills such as Microsoft Office, web designing and programing
- Having strong foundation of sale, marketing, HR and accounting knowledge

PERSONAL SKILLS

Mother tongue(s) Vietnamese

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
IELTS certificate					

6.0 IELTS CERTIFICATE

Communication skills: -Good communication skills gained through my experience as English teacher

Organizational / managerial skills: - Leadership (currently responsible for a team of 15 people)
 -Good organization skills gained as teaching and knowing how to achieve a great deal of work accomplishment in a short period

SKILL AND KEY ADVANGATES

➤ Detail orientation:

I dedicate for every work & projects. From my perspective, the better you can enhance your work, the better you & your organization would be. There is no barrier to perfection if you try as hard as you can.

➤ Multi-task

There is a lot of ways to describe this skill, yet to me, it's about to manage work proficiency. There always comes with stressful time, but a smart way to manage things would brighten up the day.

➤ English

To me, language is the key to open many doors of opportunities. I continuously practice & enhance my capability in using English & try to learn other languages. I have achieved 6.0 in the IELTS test.

➤ Analytical skills

Conduct & deliver a meaningful message by working with thinking ow & analysis would be a better way to approach a problem, that's what I consider. I still keep enhancing it every day.

➤ Time management & communication skills

I love to keep things under my control. There is still a lot to learn, yet I'm ready to explore & perfect my skills.

