

VU HUONG GIANG

106/15, Truong Van Thanh Street, Hiep Phu Ward, Dist 9, HCM City.



Profile

Full Name : **Giang Le**
Date of Birth : August 29th 1990
Gender : Female
Marital Status : Single
Nationality : Viet Nam
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Objective

- To work in the foreign company where I can improve my English every day.
- To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.
- To be a customer service management when my experience can be use to improve customer satisfaction.



Education

2008 – 2012 HCM University of Technology, Vietnam

Bachelor of Business English

Subject studied

- English skills
- Assistant skills (secretarial skills)
- Business and commerce knowledge

GPA: 7.0



Experiences

English tutor

1/2001 – 12/2013

- Teaching skill, explanation, persuading other people.

Highland Coffee – Accountant

1/2006 – 12/2009

- Make payment, keep money, report to shop leader, support for partner.

Pacorini-Vietnam – Sales Executive

1/2010 – 12/2014

- Have the practical knowledge about import and export activities.

Saigonpink3 hotel – Receptionist

1/2014 – 12/2016

- + arrange room, make sure room is cleaned before checking in
- + check in, check out
- + make payment and keep money
- + answer phone, email, customer's questions.
- + Book tour and airline ticket, taxi



Skills

Good at communication skills

Speak English fluently

Computer skills: Microsoft Offices, Internet

Work in team or private well

Responsible for jobs



Interest

Reading

Traveling