**PHAN DUC DUNG**

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| [kudung.pold@gmail.com](mailto:kudung.pold@gmail.com)(+84)373155263  29-12-1992hoan lao – bo trach – quang binh |  |

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| **Nationality**  **Vietnamese** | **Sex**  **Male** | **Marital Status**  **Married** | **PASSPORT**  **Passport number : B8848607**  **Date of Expired : 20 Feb 2024** |
| **SKILL**    **Highly adaptive Communication**  **Team work Computer**  **Planning and organizational Problem-Solving**  **Work independently Ability to work under high pressure**  **English** | | | |
| **EDUCATION**  **THE DEGREE IN INFORMATION TECHNOLOGY**  **COLLEGE OF TECHNOLOGY,THE UNIVERSITY OF DANANG**  **DEGREE CLASSIFICATION: GOOD**  **MODE OF STUDY: FULL TIME**  **START TIME : 01 AUGUST 2010**  **END TIME : 01 AUGUST 2013** | | | |
| * Total Period of Working Experience: 9 years.  **QUYNH88 RESTAURANT / DANANG** **WAITER (Part-time)** **9/2012 – 6/2013** Taking customer orders and delivering food and beverage.  Making menu recommendations, answering, and sharing additional information with restaurant patrons.  Providing excellent wait service to ensure satisfaction. Deliver checks and collect bill payments.**CONG TY TNHH THEMES FLAT / DA NANG** **WEB DESIGNER** **9/2013 – 6/2014** Design website according to assignment.  Demonstrating and receiving feedback about draft site.  Update data and develop new software. **PNH RESOURCES PTE LTD / SINGAPORE** **CLEANING SUPERVISOR** **5/2015 – 8/2017** Supervision of staff on their performance and attendance.  Ensure jobs are done probably.  Respond and solve customer complaints and special requests.  Checking material and report to Operation Manager to make order if needed. **PNH RESOURCES PTE LTD / SINGAPORE****OPERATION ASSISTANT****8/2017 – 6/2019** Take in charge of pest control, solid waste, and cleaning team.  Manage schedule and report monthly.  Solve problems when needed.  Report to Operation Manager.  Assist operation manager with attendance and some other things that the Operation Manager request. **OXALIS ADVENTURE / VIETNAM****TOUR GUIDE****7/2019 – 8/2021** An adventure tour guide  Introduce and promote the locality to tourists.  Briefing for safety and information related to the tour.  Leading a group. Ensure the following key elements for each group of guests.  + Safety  + Experience  + Impress guests about nature, culture, and people.  Connect all stages for efficient work. | | | |

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| **LANGUAGES** | | | | |
| **Languages** | **Speaking** | **Writing** | **Listening** | **Reading** |
| English | ● Good  ○ Average  ○ Basic | ○ Good  ○ Average  ● Basic | ● Good  ○ Average  ○ Basic | ○ Good  ● Average  ○ Basic |

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| **FAMILY** | | | |
| **Relationship** | **Name** | **Age** | **Occupation** |
| Father | PHAN DUC DAO | 51 | State employee |
| Mother | DINH THI HA | 51 | Home maker |
| Elder Sister  Wife  Son | PHAN THI MY HOA  BUI THI KIEU OANH  PHAN DUC DUY | 32  29  1 | Accountant  Teacher |

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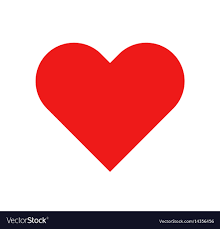
**HEALTH CONDITIONS**

EYE-SIGHT: NO GLASSES

GENERAL HEALTH CONDITION: ● EXCELLENT

HEIGHT: 165 CM

WEIGH: 60KG



HOBBIE

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