









## NONG TUYET NHI

### PROJECT MANAGER

 April 1 1993  
 Female  
 0359002546  
 nhint0104@gmail.com  
 Hanoi, Vietnam  
 1m63, 53Kg

## SKILLS

Office



Logical thinking and creative



Public Speaking



## INTERESTS

Swimming Music

## EDUCATION

OCT 2011 - JULY 2015

**HA NOI NATIONAL UNIVERSITY** | Major: International Law

GPA: 2.95/4

## WORK EXPERIENCE

SEPTEMBER 2021 - NOW

**NETLAND INVESTMENT AND MANAGEMENT JOINT STOCK COMPANY** | PROJECT MANAGER

- Ensure the operation of tenants is smooth and safe
- Track customer/partner debt, track cash funds
- Arrange the management of office leasing contract papers
- in collaboration with sales staff for office leasing

DECEMBER 2019- MAY 2021

**ESE VIETNAM** | MARKETING

- Making marketing plans in order to maximize business performance and increase sales.- interacting with potential clients and business partners, and calling prospects about: Real estate, Korea product wholesale.
- Meeting, introduce company's product, take care big partners :VNPT, Traphaco, Hadico, Aqua, Haiau...
- Working with Business association , B2B...

JUN 2018 - SEPTEMBER 2019

**NGO MINH TRAVEL** | SALE Manager

- Collaboration with Hotels and service provider ( Travel agency, OTA, transportation service provider...) for company business 's expansion.
- Manage booking system.
- Training collaborators.
- Take care company's customer

MAY 2017 - MAY 2018

**ADD PLAN** | SALE AND CUSTOMER SERVICE

- Control, manage Hotel's booking system.
- Take care foreigner customer of company.
- Design wordpress website.

OCT 2016 - MAR 2017

**ASIA OUTDOORS** | Admin Office

- Sale tours: Welcome guest and introduce, advice, consultant tour packages for visitor, booking invoice...
- Create daily, weekly plan for the tour, guides, co-operation with another service provider include booking the transportation, restaurant ,..make sure any tour going to be smooth
- Respond phone, email, resolve any requirement from customer
- Guide : climber, kayak, SUP, Deep water solo...

JAN 2016 - OCT 2016

**JW MARRIOTT HA NOI** | Fitness

Main responsibilities:

- Welcome guest
- Introduce, consult products and answer customers' queries

- Sale fitness package for membership.

## ACTIVITIES

NOV 2015 - DEC 2015

### **SJ VIETNAM - VOLUNTEER |**

Translator for American Doctors in program "Vision care clinic" in Nam Dinh province, we had checked eyes for 2305 children and poor people.

## CERTIFICATIONS

2014

### **V4D' YOUNG PROFESSIONAL DEVELOPMENT PROGRAM (LEARNING ENGLISH)**

## HONORS & AWARDS

2012

### **KEB (KOREA EXCHANGE BANK) SCHOLARSHIP**

## REFERENCES

FIONA PHAN -Recreation and Spa Manager by JW Marriott Ha Noi.

RICH FERGUS - Chief Executive Officer - Asia Outdoors.

