**CURRICULUM VITAE**

**Nguyen Van ABC**

Sales Manager

**Gender:** Male

**Date of birth:** 09/12/1991

**Family Status:** Single

**Resident:** 123 Nguyễn Trai street, Thanh Xuan, Hanoi

**Telephone:** 09812345678

**Email:** nguyenvanabc@gmail.com

**Website:** facebook.com/nguyenvanabc

**INTRODUCE YOURSELF**

Experience for 6 years: receptionist, front office manager with skills for other position: customer care agent, reservation and sales

**EXPERIENCES**

**Above 5 years experience**

|  |  |
| --- | --- |
| *04/2018* – *Present* | **Hanoi ABC Hotel**ReceptionistReceptionist at Fitness Centre |
| *02/2012* – *03/2015* | **Sample Hotel**Receptionists• Meeting and greeting clients • Booking meetings • Arranging couriers • Keeping the reception area tidy • Answering and forwarding phone calls • Screening phone calls • Sorting and distributing post • Direct recommend tours and travel services to foreign tourists: hotels, tours, flight tickets, visa services, car & boat rental ... |
|  |  |

**EDUCATION**

**Faculty of English and Modern Languages**

University degrees - Hanoi Open University

2014 - Excellent

English - Expert

Computer skills: Expert

**PERSONAL SKILLS**

- Teamwork skill and independent problem-solving skill

- Languages: Vietnamese (Native speaker), English (fluent)

- Computer: MS Word, MS Excel, Power Point, Internet, social media

- Business Communication: both personal and interpersonal, Presentation, Emails, Debate skill

- Research skill

- Time management skill and organization skill

**PERSONAL HOBBIES**

- Traveling, exploring new things

- Making friends and discovering strangers (especially foreign companions)

- Searching the web

- Movie & Music

- Reading

**CAREER OBJECTIVE**

**Sales Manager**

Salary: 8.000.000 - 12.000.000 VND

Workplace: Hanoi

Career: Sales – Marketing – PR - Reservation

**Ready to work**

**REFERENCE**

Mr. John

General Manager – 0123456789 – john@abc.com

***I assure that the information provided is true and correct!***