



LAI THI THUY TRUC

ADMINISTRATIVE OFFICER
RECEPTIONIST

PROFILE

Im a Administrative officer, is responsible to provide administrative support to an organization.

SKILLS

- Good PC and office skills
- Team work and public speaking.
- Good communication, interpersonal, strong in task orientation and leadership
- Good interview and selection skills, high in human sense
- Proactive, adaptability, high responsibility

HOW TO REACH ME

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CAREER SUMMARY

IBIS Saigon Airport Hotel :Housekeeper(Room Attendant)

-March 2017- May 2017

- Hotel housekeeper, I am in charged with controlling cleaning and maintaining the rooms. Premises in and around a hotel.
- Cleaning the hotel rooms each day is the primary duty of a hotel housekeeper, clean the lobbies, elevators and other areas of the hotels.

The Mobile World Investment Corporation (MWG):THEGIOIDIDONG

-June-October: Intern at administrative offices

ATAD steel structure corporation :

- Some duties include inventory management, organizing company records, roster scheduling, budget and office reporting, invoicing and customer service
- A good Administrative Officer often has a strong understanding of business management and industry knowledge to help the marketing and business development of a company.

EDUCATIONAL TRAINING

SAIGONTOURIST Hospitality College

Hotel Management

2015-2017

- Education Diploma

University of Economics Ho Chi Minh City

2018

Secretary Officer, Institute of Development

Economics Research

Open University

June 2019- At present