



# Vũ Đặng Hồng Thủy

To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

## Contact

### Phone

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### Email

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### Address

District 1, Ho Chi Minh City

### Day of birth

01/07/1994

## Education

2012 - 2016

### Finance Accounting

BKACAD Academy of Technology

## Expertise

- Responsible
- Caring attitude
- Meticulous
- Listening
- Not-afraid-to-try attitude

## Language

- Fluent at English - Internal company experience
- Korean language certificate for Beginner - Medium level

## Experience

May 2022 - Apr 2023

### RedDoorz Viet Nam | E-commerce Executive

- Manage new listings to OTAs, and make sure the property goes live on time.
- Manage promotions and campaigns on OTAs.
- Be the main role in mapping and fixing mapping errors on Channel Manager by working with the Technical team.
- Solve issues between RedDoorz and OTAs related to booking vouchers and others.
- Communicate efficiently with partners and internal departments.
- Prioritize daily tasks, monitor results, and track progress in internal systems.

#### Achievements:

- Always met the deadline during the working time at RedDoorz.
- Met the personal monthly KPI.
- The latest performance reviewed by Direct Manager reached 3/5

Sep 2020 - Apr 2022

### Lazada Viet Nam | Receptionist

- Manage the front office to ensure smooth operation and a tidy area.
- Ensure the flow of the package and mail process work well.
- Manage office facilities, stationeries, parking cards, office cards, and usage of taxi cards
- Do daily reports of delivery express and other tasks assigned by the Manager.

Jul 2020 - Feb 2021

### Antoree | Online English Tester (Part-time)

- Full responsibility for the level test of the student via Zalo, Skype, and Zoom.
- Measure the English level of the students based on their abilities.
- Rank the student's English level correctly.
- Report on the system.

#### Achievements:

- I was one of the top testers 2 months in a row after the first 2 weeks working at Antoree with a high result of work. I also kept a good performance as a tester during working at Antoree.

Jun 2019 - Aug 2020

### AHAROOMS | E-commerce Executive | OTA Set-up Leader

- Be the main supporter of the Salesman and CMS pre-mapping for OTAs.
- Full responsibility for the OTA accounts.
- Build the Set-up Training document.

#### Achievements:

- From an employee who had zero knowledge of OTA setup and operations, I contributed new ideas as well as improvements to my work which were highly appreciated by Managers, and promoted to Leader.

Jan 2019 - Aug 2020

### VIProperty JSC | Admin Officer cum Receptionist

- Warmly greeting the clients and referring them to the appropriate team.
- Support foreign employees in applying for Working Permits, Temporary Resident Cards.
- Handling mailing and courier, taxi cards, part-timers' timekeeping, meeting rooms, and stationery orders.
- Celebrate employees' birthdays, organize company trips, and quarter parties.