

Phạm Trung Sơn



PERSONAL INFORMATION

Vietnamese
26 February 1995
Vung Tau, Vietnam
(+84) 969 968 459
Phamtrungson8459@gmail.com

WORKING SKILLS

Interpersonal
Problem Solving
Team work
Leadership

COMPUTER SKILLS

PMS Smile
Microsoft Offices

LANGUAGES

Vietnamese Native
English Fluent

EDUCATION

University of Economics HCMC
September 2013 – August 2017
Major: Bachelor in Business
Administration.

CERTIFICATIONS

2019
Certificate of Achievement with
Effective OJT Training Skill

2021
Professional Section Qualification
Training provided by both
General Manager and Heads of
Departments

PERSONAL PROFILE

I am outgoing person with attention to details and hand on to the job person, I am always love to take any challenges in any circumstances in regards of my assignments. Therefore, I am Good in human relation skill and problem solving with Open minded and always to see from the positive side with "Can Do" attitude.

My career goal would become strong leadership in management regardles Hotel or Resort Operation. Considering networking would be main focus to to enhance those developing process.

WORK EXPERIENCES

Restaurant Manager **April 2023– Present** **69 Beef Hotpot & Seafood Restaurant**

- Building a system of restaurant regulations and rules; Job description - professional instructions applicable to job positions in the restaurant.
- Representative to sign supply contracts with restaurant suppliers.
- Periodically coordinate with relevant departments to conduct statistics and prepare financial reports for the restaurant and submit them to superiors.
- Directly participate in the recruitment interview process and salary negotiations for employee positions in the restaurant.
- Organize and supervise new employee training - foster professional development for potential employees, assign work, and periodically evaluate work results.
- Regularly monitor the purchase of goods, ensure minimum inventory levels for the restaurant, and adjust usage levels accordingly.
- Coordinate with the chef to create new menus and design menus based on holiday themes of the year to meet diners' requests.

Food & Beverage Supervisor **February 2021– March 2023** **The Imperial Hotel & Resort Vung Tau, Vietnam**

- Incharge Dining Restaurant in buffet breakfast and afternoon shift.
- Resolve guest complains and provide them with excellent service.
- Took professional mixology training at Garden Lounge.
- Changed drink recipe to lower cost & handle inventory all of items.
- Arranged & managed schedule of Garden Lounge team.
- Assisting F&B Manager in training and introduction of newly hired staff.
- Support F&B Manager in their tasks.
- Reporting to work on scheduled days at the scheduled time.

Captain at Banquet **January 2020 - January 2021** **The Imperial Hotel & Resort Vung Tau, Vietnam**

- Supported Banquet Manager to training staff.
- Made action plan for events.
- Made the par-stock report.
- Took Oenology training.
- Took responsibility for meeting, events with 150 – 450 guests.
- Setup show case room.

Waiter at Banquet **May 2019 – December 2019** **The Imperial Hotel & Resort Vung Tau, Vietnam**

Sales Coordinator **August 2017 – April 2019** **The Imperial Group, Ho Chi Minh City, Vietnam**