



Nguyen Manh Quan

CONTACT

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Ngu Hanh Son Dist -
Da Nang City

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WORK EXPERIENCE

Grand Mercure Danang Hotel

Night Auditor / Receptionist

November 2013 - Present

- Welcome guest and takes care of them from their arrival through to departure
- Contributes to guests' permanent satisfaction by providing high quality services throughout their stay
- Helps meet the department's quantitative and qualitative targets
- Checks all daily billing account and report to Manager.

Babylon View Restaurant

Receptionist - Cashier

04/2011 - 06/2013

QUALIFICATIONS

- Good in communication
- Active and enthusiastic.
- Having experience in students management
- Ability to work under pressure
- Self-motivated, initiative, maintains a high level of energy.
- Organization and prioritization skills.
- Have knowlege in Opera PMS software.
- Have knowlege in social networks: Twitter, Facebook, Google +...

EDUCATION

English Language

College of Economics and Planning

9/2008 - 7/2011

- Major in English
- Complete all certificates
- Graduated with good degree.

English Language

College of Foreign Language - Danang University

9/2011 - 6/2013

- Major in English
- Complete all certificates (C1- CAE)
- Graduated with good degree.

INTERESTS

- Football- Internet
- Music

REFERENCES

- Mr Tran Huu Anh Tuan

Teacher at Keymeans.com

Tel: 0935 640 468

- Mr Lam Quang Hoa

Night Duty Manager at Grand Mercure Danang

Tel: 0946 000 110