

HUYNH THI THAM MY

Objective: Housekeeping

EXPERIENCE

* Staff

KIKI HOTPOT (03/2022 - 12/2022)

Describe

Welcome customers, support and introduce guests to the menu, order and deliver food, handle conflict situations.

* Staff Housekeeping Nesta Saigon Hotel

(03/2024-08/2024)

Describe

At the beginning of the shift, receive the list of rooms to be cleaned and the room keys from the housekeeping secretary or shift supervisor.

Prepare the necessary equipment, tools, and linens for the room cleaning process in the warehouse.

Hand over the room keys to the shift supervisor/housekeeping secretary after finishing the work.

When the guest checks out, the housekeeping staff is responsible for checking the guest room mini bar and the status of the equipment.

Provide the receptionist with the information to process the guest check-out.

At the end of the shift, clean the equipment and tools for room cleaning - store them properly and in the designated place of the hotel.

Perform other tasks as required by the housekeeping department manager.

EDUCATION

Nguyen Tat Thanh University

Hotel Management (bachelor)

Major : Hotel Management - NIIE

EXPERITIES

Excel



PowerPoint



Word



ABOUT ME

I am a person who is always progressive. I have a responsibility and a positive attitude to my work. I have learned a lot about the hospitality industry and love this job. So I think I can do the job I choose well.

CONTACT ME

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CERTIFICATE

- IT certifications (W,E,P)
- English certificate