


RESUME

LU QUOC DAT	
Address: Vinh Hy Hamlet, Vinh Hai Commune, Ninh Hai district, Ninh Hai province, Viet Nam.	Gender: Male
Cell phone: (+84) 169 7777 678	Date of birth: 22/05/1986
Email: quocdatkontum@gmail.com; skype: Quoc Dat Lu	Place of birth: Kon Tum, Viet Nam

CAREER TARGET:

“love to get many success in my passion”

CAREER OBJECTIVE:

I'd like to apply for the position: Front Office Manager.

EDUCATION QUALIFICATIONS:

1. Certification.

- *Major in:* Tourism Management.
- *Level:* Bachelor's Degree
- *Time of graduation :* 9/2010
- *University:* Ba Ria – Vung Tau University

2. IT Knowledge:

- Office: MS Word, Excel, Powerpoint, Outlook.
- Hotel system software: Opera, Micros, Bravo, MC.

3. English:

- Good at communication.
- Good at oral.

SKILLS

1. Guest service, Finance and Operation.

- Good at control and handle Receptionist and Cashier, telephone Etiquette , Butler skills. Good at control and handle Airport Rep, Buggy (Electric car) , Driver.
- Knowing about Internal Audit control and Management systems of 5 stars international hotel and resort.
- Having a lot experiences in income audit, AR and Credit control in hotel system.
- Having skills about how to dealing and solving the problems or accidents.

- Having skills about how to make a best contract to the customers and monitor the business plan.
- Having skills about how to marketing and widen product brand to become more popular.
- Knowing how to manage the system collecting and selling of company

2. Procurement and Logistics skill.

- Knowing how to making the Commerce contract with international customers: Contract, Invoice, Packing...
- Make sure how to book the Shipping, Airplane, Express Delivery to Export the products.
- Having a lot of experiences about Procurement and purchasing of the goods over the world for get the best prices .
- Knowing about how to buy and import the products from other countries by Ex-work, CIF, FOB prices as per Incoterm 2010.
- Having knowledge about conditions of international payments: LC, TT...
- Having knowledge about import and export products, the custom clearance.
- Knowing about the system of supply chain and logistics in internal & aboard.

EXPERIENCES

- 01/2018- Present: Long Beach resort and Spa Phu Quoc.
 - Address: Cua Lap Hamlet, Duong To commune, Phu Quoc Island, Kien Giang , Viet Nam.
 - Position: Front Office Duty Manager.
- 4/2017- 9/2017: Nam Nghi resort Phu Quoc.
 - Address: Hamlet 4, Cua Can Commune, Phu Quoc Island, Kien Giang Province, Viet Nam
 - Position: Front Office Night Duty Manager.
- 11/2015- 11/2016: Pullman hotel & resort Vung Tau.
 - Address: 15 Thi Sach Street, Vung Tau City, Ba Ria Vung Tau province.
 - Position: Night Auditor.
- 5/2015- 12/2015: Metro Cash & Carry Vung Tau
 - Address: 51B street, Ward 11, Ba Ria- Vung Tau province, Viet Nam
 - Position: Sale Development Executive.
- 5/2014- 4/2015: Amanoi resort Ninh Thuan.
 - Address: Hamlet Vinh Hy, Vinh Hai commune, Ninh Hai distric, Ninh Thuan province, Viet Nam.
 - Position: Front Office Guest Assistant.
- 09/2012- 4/2014: Tu Hai Co.,Ltd.
 - Address: 76 Phuoc Thang street, Ward 12, Vung Tau city, Ba Ria Vung Tau province, Viet Nam.
 - Position: Procurement Supervisor.
- 04/2011- 8/ 2012: Vung Tau Cable Car and Tourism Co.,Ltd.
 - Address: 1A Tran Phu street, Ward 1, Vung Tau city, Ba Ria Vung Tau province.
 - Position: Sale and Marketing Supervisor
- 10/2010- 4/ 2011: Sheraton Sai Gõn Hotel and Tower
 - Address: 88 Dong Khoi, dictrict 1, Ho Chi Minh city, Viet Nam.
 - Position: F&B CL Inroom Dining.
- 10/2008- 9/2010: Paradise resort Goft Club Vung Tau
 - Address: 1 Thuy Vanstreet, Nguyen An Ninh Ward, Vung Tau city, Ba Ria Vung Tau

province, Viet Nam.

- Position: Front Office Receptionist (full- time).

REFEREES:

1. Mrs. Thu Trinh

Tel: 0162 631 7708

Position: Finance Director- Pullman Vung Tau Hotel

Email : H7133-GL@accor.com

2. Mrs. Cristina Cgonzales

Tel: 0912 199 718

Position: FO Manager - Amanoi Resort

Email : cgonzales@amanresorts.com