NGUYEN VAN TAN

Housekeeping staff



Profile

12/03/2005

Male

0339196428

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Kiet 249 Nguyen Dinh Chieu, Ngu Hanh Son, Da Nang

Education

Dong A University 2023 - 2027

Hotel management

excellent

Skills

Organizational & Time Management
Teamwork
Communicate effectively
Present
Basic English communication
learn quickly
Able to withstand the pressure of rush hour

Objective

After graduation, I want to work as a housekeeping staff member at a 5-star hotel or resort, providing satisfaction to hotel guests. After about 5 years of service, I want to develop into a housekeeping supervisor, overseeing the work process of staff, helping to provide more attentive and efficient customer service.

Work experience

Housekeeping Intern 19/5/2025 - 19/7/2025

Novotel Da nang premier Han River

- Preparation: Receive room list and arrange trolley (towels, bed linens, cleaning supplies).
- Delivered 10 in-house training programs directly, following the approved training schedule.

Room Cleaning: Change linens, scrub toilets, dust, vacuum, and replenish amenities.

Inspection & Reporting: Check minibar, identify any damage and report it to technicians, and handle any lost or found items.

Completion: Clean work equipment and hand over duties at the end of the shift.

part-time housekeeping staff 2025 - Now

Courtyard by Marriott Danang Han River

- Perform room cleaning and sanitization according to hotel standards.
- Check the condition of the room and ensure all necessary items are replenished.
- Ensure the room is always clean and tidy before welcoming guests.
- Assist in handling guest requests related to room service. Collaborate with other staff to improve service quality.
- Conducted onboarding training for approximately 50 new employees every month.
- Built and maintained a centralized training database to track progress and effectiveness of all training programs.
- Designed post-training evaluation forms and reported monthly results to HR Director for continuous improvement.

Interests

Reading - Cooking - Playing badminton - Travel

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