



PHAM THANH DUY

FOOD SERVICE CATEGORY STAFF

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📍 Long Binh, Ho Chi Minh

Education

HCM City University of Banking

Major: Business Administration

- GPA: 7.44/10

Skills

Soft Skills

- Teamwork:** Delegate tasks effectively and ensure on-time completion through collaboration.
- Communication:** Concise and effective in conveying key points.
- Time Management:** Plan work logically based on task priority and completion timeline.

Hard Skills

- English:** TOEIC R&L 875, S&W 300
- Computer Skills:** MOS Word, Excel, and PowerPoint

Personal Qualities

Strengths

- Have a high sense of responsibility at work, careful and serious.
- Flexible in problem-solving and always thinking of better solutions.

Weaknesses

- Limited experience in staff management, but willing to learn and develop this skill.

Career Objective

I aim to quickly understand and follow the company's working procedures in practice. At the same time, I strive to improve my knowledge and skills in category development, sales maximization, and inventory management while completing assigned tasks effectively. I intend to apply my operational experience from convenience store management to the food service category field. My short-term goal is to become a full-time employee after the probation period, and in the long term, I aspire to take on higher positions at Circle K Vietnam.

Work Experience

Ministop Vietnam Co., Ltd.

Shift Supervisor

06/2025 - 10/2025

- Assisted the Store Manager in implementing and reminding staff about weekly promotion programs, ensuring 100% compliance during the managed shift.
- Determined the production and display quantities of fast food products based on customer traffic and actual business performance during each shift.
- Received deliveries from suppliers, checked delivery time and product quality, and entered receiving data into the company system.
- Based on sales data and the store's business performance at each period, propose increasing or reducing order quantities to optimize inventory levels.
- Supported the Store Manager in preparing revenue, promotion, and product disposal reports based on system data for submission to the Area Manager.
- Reviewed supplier VAT invoices, consolidated and entered invoice numbers and payment amounts into the company's payment documentation website.
- Conducted monthly inventory checks, identified discrepancies between recorded and actual stock quantities, and reported findings to the Store Manager.

An Binh Commercial Joint Stock Bank

C&B Intern

11/2023 - 03/2024

- Verified and compiled employees' dependent deduction registration documents into Excel data files.
- Assisted in reviewing and sorting Social Insurance (SI) separation forms for over 3,600 employees, categorizing them by branch and department.
- Contacted former employees to notify them of SI form collection, clarifying the purpose and answering related inquiries.