



# NGO HO QUAN

Planogram Staff



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April 27, 2025

I am writing to express my interest in the Planogram Staff position at Circle K Vietnam. As a graduate in Finance and Banking with a strong foundation in operational support and data analysis, I am passionate about applying my skills to optimize retail layouts and enhance customer experience.

During my tenure at Kienlongbank and Eximbank, I was responsible for managing workflows, verifying customer data, and supporting operational processes—experiences that honed my attention to detail and cross-functional collaboration skills. My training in data analytics, coupled with hands-on practice in Microsoft Excel, Power BI, and Spaceman basics, has equipped me to handle layout planning and operational reporting effectively.

I am excited about the opportunity to contribute to Circle K's dynamic retail operations environment. I am confident that my data-driven mindset, strong work ethic, and commitment to operational excellence will make me a valuable addition to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can support Circle K's operational and planogram goals.

Sincerely,

Ngo Ho Quan



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Go Vap District, Ho Chi Minh City, Vietnam

## Career Objective

Detail-oriented and data-driven professional with experience in banking operations, data management, and workflow optimization. Skilled in Microsoft Excel, Power BI, and basic Spaceman usage. Eager to contribute to Circle K's planogram and retail operations by applying strong analytical skills, process improvement mindset, and cross-functional coordination.



## Certifications

**Aug 2024** Kinship verification - AI Project by Samsung Innovation Campus

**Feb 2025** TOEIC Listening & Writing 675 - IIG Vietnam



## Education

### MAJOR: FINANCE AND BANKING

Oct 2020 - Dec 2024

Ho Chi Minh City Open University

- Relevant coursework: Banking Operations, Risk Management, Financial Analysis, Financial Modeling.
- Research Project: "Factors affecting liquidity risk in commercial banks in Vietnam" – Analyzed risk indicators, regulatory factors, interpreted financial data, and ALM strategies to strengthen financial stability.

### DATA ANALYST FOR BUSINESS

Oct 2020 - May 2021

MindX Technology School

Completed hands-on training in Data Analytics, Python, and Power BI, applying analytical tools and business data analysis techniques to support data-driven decision-making and operational planning in business contexts.



## Work experience

### RETAIL BANKING TRAINEE - GRADUATE PROGRAM 2023

Sep 2023 - Oct 2023

Kienlongbank

- Supported daily data entry tasks and reconciliation to ensure operational accuracy and compliance with internal procedures.
- Assisted frontline service operations, streamlining transaction processes and improving service flow efficiency.

### CARD CENTER COLLABORATOR

Oct 2024 - Present

Eximbank

- Verified and processed credit card applications, ensuring data consistency across banking systems.
- Collaborated with cross-functional teams to handle payment operation issues, contributing to optimized workflows and customer satisfaction.

## Skill

Data Analysis & Reporting

Microsoft Excel & Power BI

Spaceman Basic Knowledge

Retail Operation Support

Communication & Cross-functional Collaboration