



CAO SI HUY

☎ 0939 178 601 | ✉ caosihuy08@gmail.com | 📍 Ho Chi Minh City

🎯 SUMMARY

Administrative and operations professional with experience in staff management, facility & financial control, and event organization. Skilled in project management, market research, and corporate communication. Seeking to further develop leadership skills in a dynamic and competitive environment.

👛 WORK EXPERIENCE

Branch Manager – Lotte Cinema Go Vap (08/2023 – Present)

- Managed branch facilities, fire safety, projection, and audio-visual systems.
- Supervised 10–20 employees, training, staff scheduling and evaluating staff performance.
- Controlled financial operations: cash flow, bank transactions, revenue reporting.
- Coordinated marketing campaigns and ensured timely promotional materials.
- Maintained partnerships with local organizations (Lotte Mart, VNPAY, MoMo, etc.).

Administrative Project Staff – FSC Markets JSC (08/2022 – 08/2023)

- Managed website & fanpage, coordinated new features and content.
- Conducted market and competitor research, suggested differentiation strategies.
- Handled legal documents, contracts, and bilingual meeting minutes.
- Procured office supplies, negotiated with suppliers, and controlled budget.

Intern – Vietcombank, Saigon Branch (03/2021 – 07/2021)

- Supported account opening, card issuance, and CIC credit checks.

- Assisted in asset valuation, data entry, and notarization of loan contracts.
- Contacted clients to ensure timely debt repayment.

EDUCATION

University of Finance & Marketing (2017 – 2022)

Major: Corporate Finance | GPA: 2.87/4

CERTIFICATES

- Microsoft Office Specialist (Word & Excel), 2020
- Commodities Derivatives Broker Certificate, 2022

ACHIEVEMENTS & PROJECTS

- Successfully delivered a B2B website development project (2022–2023).
- Designed and implemented a proprietary Prop Trading evaluation system (2023).
- Organized “Tri Am” concert event – Lotte Cinema (2024).
- Research & development of Python-based trading bot (2021 – present).

SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Project & Team Management
- Business English Communication
- Market Research & Data Analysis