



# ĐẶNG THANH VĂN

December 18, 1996



Bình Tân, Tp. Hồ Chí Minh



vandang.it.ou@gmail.com



0902 647 865



facebook.com/phan.hoang.van.kk



## EDUCATION

2014 - 2018

Ho Chi Minh City Open University

Major: Computer Science

Specialization:

Database Management

2023

Nhat Huong

Baker love training center

Professional European Pastry  
Techniques

## SKILLS

2D Graphic Design – Pts/Ai

Office Computing – Ms Office

Social Media Content Creation

Administrative and  
Official Document Writing



soko.

CIRCLE K

Grateful & Proud to Have Been  
Part of Every Team Along the Journey!



## ADMIN OFFICER - TTC DANG HUYNH

2022 - 2023

- Handled HR matters: recruitment interviews, leave tracking, payroll, and scheduling.
- Managed company assets: inventory checks, maintenance, repairs, procurement, and liquidation.
- Oversaw internal finances: submitted and approved internal expense reports.
- Sourced suppliers for procurement and repairs: gathered quotes, selected vendors, inspected deliveries, and processed payments.
- Proposed and monitored work tasks and team performance to ensure efficiency and brand representation.
- Developed annual departmental budgets and ensured all spending aligned with budgetary limits.

## STORE MANGER - CIRCLE K VIETNAM

2018 - 2022

- Managed store personnel: scheduled shifts, assigned tasks, and calculated monthly payroll.
- Handled inventory: checked stock levels, planned restocking, ensured proper product display, minimized losses, and reported discrepancies.
- Maintained store image: cleanliness, equipment functionality, and brand standards.
- Managed cash flow at the store: monitored transactions and ensured proper cash deposits.
- Prepared reports on sales, customers, and inventory; communicated with relevant departments on store operations and issues.

## BAKER - SOKO CAKE BAKE & BRUNCH

2023 - 2025

- Planned production and inventory for the outlet, handled ordering of ingredients and kitchen tools.
- Managed kitchen staff: scheduling and task assignments; led all baking operations at the outlet.
- Specialized in European pastry lines, knowledgeable in a wide range of European and traditional Vietnamese cakes.
- Hands-on experience with various baked goods: croissants, rondo, mamamoon, sandwiches, burgers, etc.