



VǎNG CÔNG KỲ

Food Service Category Staff

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SUMMARY

Motivated and detail-oriented International Trade undergraduate with a strong foundation in logistics and retail operations, supported by experience in reporting, documentation handling, and inventory follow-up.

- **Short-term goal:** contribute effectively as a Food Service Category Staff by supporting Line Manager tasks, supplier coordination, and store execution.
- **Long-term goal:** develop expertise in category management and supply chain to build a sustainable career in retail and logistics.

WORK EXPERIENCE

Service Assistant, Asia Commercial Joint Stock Bank Sep 2025 - Now

- Pull daily credit reports from Headquarter and consolidate key figures for the Mentor.
- Provide customer service for individual clients; handle inquiries, or guide required forms.
- Receive, verify, and file international settlement documents (e.g., payment/LC/TT-related paperwork), ensuring completeness and compliance before submission, with supervision.
- Coordinate with relevant stakeholders (clients and internal departments) to follow up on pending documents and support remote customers via phone/email.

Parttime Barista, Stabucks Vietnam May 2023 - Jul 2025

- Received and checked goods daily including food, merchandise and component.
- Operated POS system and handled daily cash reconciliation.
- Communicated effectively with partners and customers.
- Achievement: In-store Best Sales in 4/7 seasons (2024) for seasonal food & beverage performance.

Warehouse Assistant, Riverside Palace Sep 2022 - Apr 2023

- Prepare reports following requests of Warehouse Manager.
- Distribute and manage goods usage per event.
- Do the stocktaking weekly to ensure enough goods.
- Prepare statistical report about goods deficit monthly.

EDUCATION

Bachelor of International Business, University of Finance and Marketing Sep 2022 - Dec 2025

- Major in International Trade.
- Relevant coursework in Logistic, Import, and Export.
- Thesis on "Analysis of the International Settlement process for imported goods using the T/T method at Asia Commercial Joint Stock Bank (ACB)".
- Research project on "Factors affecting Generation Z's purchase intention toward natural-origin cosmetics in Ho Chi Minh City".

SKILLS AND ABILITIES

- **Language:** English in B2 overall, fluent in both Listening and Reading
- **Computer:** good in computer skills including Word and Excel
- **Certifications:** Microsoft Office Specialist (MOS), English for Speakers of Other Languages (APTIS)
- **Soft skills:** Quick learning, hard-working, high responsibility and commitment. Easy to do teamwork, friendly and ready to work.