

# **SOCIALIST REPUBLIC OF VIETNAM**

**Independence – Freedom – Happiness**

## **COVER LETTER**

Kindly send to: Board of Directors, Human Resources Department and similar at **your company**,

Full name: Nguyễn Minh Anh

Date of Birth: 12/12/1998

Current Address: 1028/2/10 Tân Kỳ Tân Quý Street, Bình Hưng Hòa Ward, Bình Tân District, Hồ Chí Minh City

Phone number: 0346928135

Email: devcungai.com@gmail.com

By seeking on the Internet, I can see that your company is now hiring \*. I have a strong feeling that my skills and abilities are completely fit with your company. Therefore, I really want to work at **your company**.

I have a Bachelor of Science's Degree at Open University of Hồ Chí Minh City in 2020.

Recently, I have completed Cisco's Operating Systems Basics on May, 2024. Previously, I have completed the CCNA Certificate from VnPro's Academy in 2021 (Grade: Excellent).

In addition, I am proficient in English, computer's installation, configure, testing, troubleshooting, and resolving PC/MAC problems (hardware and softwares).

For more details, please take a look at my attached CV.

I really want to work in the dynamic, competitive, professional environment at **your company**. I am looking forward to have an appointment with your company in the nearest future.

**Best regards,**

Nguyễn Minh Anh



# APPLICATION FORM

**Position:** System Administrator

**Salary:** Negotiation

## About me

Full name: NGUYỄN MINH ANH

Gender: Male

Date of birth: 12/12/1998

Nationality: Vietnam

ID number: 03609minhanh

Issued by: 25/02/2022

From: Director General of the Police Department for Administrative Management of Social Order

Place of origin: Hải An, Hải Hậu, Nam Định

Place of residence: 1028/2/10 Tân Kỳ Tân Quý Street, Bình Hưng Hòa Ward, Bình Tân District, Hồ Chí Minh City

Current address: 1028/2/10 Tân Kỳ Tân Quý Street, Bình Hưng Hòa Ward, Bình Tân District, Hồ Chí Minh City

Marriage status: Single

Health status: Good

Ethnic: Kinh

Religion: Christianity

Phone number: +84346928135

Email: devcungai.com@gmail.com

Father's name: N. V. V.

D.o.B: 1970

Current job: Freelancer

Workplace: 1028/2/10 Tân Kỳ Tân Quý Street, Bình Hưng Hòa Ward, Bình Tân District, Hồ Chí Minh City

Mother's name: T. T. L.

D.o.B: 1978

Current job: Freelancer

Workplace: 1028/2/10 Tân Kỳ Tân Quý Street, Bình Hưng Hòa Ward, Bình Tân District, Hồ Chí Minh City

Sister's name: N. T. N. A.

D.o.B: 1999

Current job: Sales Representative

Workplace: Liên minh Seafood Co., Ltd., Tân Phú District, Hồ Chí Minh City

## Objectives

I am always seeking new challenges and opportunities to further develop my skills, and I am committed to staying up-to-date with the latest advancements in technology.

## **Experience**

### Workplace 1:

Organization: Vietnam's Navy

Time: From February, 2022 to January, 2024

Title: Junior Soldier

Job description:

- ✓ Compose, printing private documents
- ✓ Implement, configure, adjust PCs, laptops, printers
- ✓ Perform data backups and disaster recovery operations
- ✓ Train people in computer system use
- ✓ Analyze equipment performance records to determine the need for repair or replacement
- ✓ Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes
- ✓ Design, configure, and test computer hardware, networking software and operating system software

### Workplace 2 :

Company name: MegaHome Vietnam Co., Ltd.

Time: From July, 2020 to February, 2022

Position: IT Specialist

Job description:

- ✓ Configure virtualization systems (VmWare ESXi), administer Windows (Server 2016, Active Directory, Domain Controller)
- ✓ Perform data backups and disaster recovery operations
- ✓ Install, update, troubleshooting the ERP, MES, EHR Software
- ✓ Implement, configure, adjust PCs, laptops, printers, photocopiers, projectors, IP phones
- ✓ Configure and administer switches, firewalls, wifi, routers
- ✓ Design, deploy the Welcome Board
- ✓ Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes
- ✓ Monitor and analyze network & camera performance to determine whether adjustments are needed and where changes will be needed in the future

- ✓ Maintain and administer computer networks and related computing environments, including computer hardware, systems software, applications software, and all configurations
- ✓ Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components when necessary
- ✓ Configure, monitor, and maintain email applications or virus protection software
- ✓ Operate master consoles to monitor the performance of computer systems and networks and to coordinate computer network access and use
- ✓ Plan, coordinate, and implement network security measures to protect data, software, and hardware
- ✓ Analyze equipment performance records to determine the need for repair or replacement
- ✓ Design, configure, and test computer hardware, networking software and operating system software
- ✓ Perform routine network startup and shutdown procedures, and maintain control records
- ✓ Train people in computer system use
- ✓ Maintain logs related to network functions, as well as maintenance and repair records
- ✓ Coordinate with vendors and with company personnel to facilitate purchases
- ✓ Implement and provide technical support for voice services and equipment, such as private branch exchange, voice mail system, and telecom system
- ✓ Maintain an inventory of parts for emergency repairs
- ✓ Research new technologies by attending seminars, reading trade articles, or taking classes, and implement or recommend the implementation of new technologies

### Workplace 3:

Company name: DONACOOOP Group

Time: From January, 2020 to June, 2020

Position: IT Support

Job description:

- ✓ Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components when necessary
- ✓ Train people in computer system use
- ✓ Implement, install, connect PCs, laptops, printers, photocopiers

## **Education**

University: Open University of Ho Chi Minh City

School year: 2016-2020

Major: Information Technology Management

Status: Graduated

## **Achievement**

Encouragement Award on Tân Phú District's IT Junior Contest (2015)

## **Certificate**

Course: Cisco Operating Systems Basics

- + Kind: Online
- + Issued by: Cisco
- + Result: Completed

Course: CCNA (200-301)

- + Kind: Online
- + Issued by: VnPro
- + Result: Completed

## **Skills**

Hard-working, well-perform in individual or team-work

## **Hobbies**

Research on computer-related topics, now focus on AI trends

## **Contact me**

GitHub: [github.com/DEVcungAI](https://github.com/DEVcungAI)

Website: [devcungai.com](https://devcungai.com)

LinkedIn: [linkedin.com/in/nminhanh1998](https://linkedin.com/in/nminhanh1998)

Facebook: [facebook.com/anhdangssuy](https://facebook.com/anhdangssuy)

Telegram: [t.me/nminhanh](https://t.me/nminhanh)

Email: [devcungai.com@gmail.com](mailto:devcungai.com@gmail.com)

Phone number: 0346928135

## **References**

Full name: Trần Quốc Huy

Title: Head of IT

Phone number: +840914855039