APPLICATION FORM
To: Board of Directors of the Company.
Human resouces department.

I apply for the position: IT Manager

Personal information
- My name: **Nguyen Dang Khoa** Gender: Male.

- Phone: ▓▓▓▓▓▓▓ ; E-mail: ▓▓▓▓▓▓▓▓▓▓
- Born on : January 30, 1978.
- Permanent residence: 81/8 Street – Thanh Xuan Ward – District 12 – HCM City.

Diplomas and certificates
University education.
- I graduated from Polytechnic University in 2001 with a major in information technology.
- I'm an Information Technology Engineer
- I have studied through courses and Experience: **CCNA, MCSE, SQL Server**, .NET, Python, C#;
Java; **C#, .NET framework, SQL server, Web programming, Office 365 Power Platform,**
- Certificate of ERP.
- Foreign language: Certificate B in English issued by the University of Social Sciences.
- Good communication in English , I am able to communicate and study English documents.

I have studied through specialized training courses and have successfully applied in the Company
- Topic 1   : Modern management.
- Topic 2   : Cognitive thinking.
- Topic 3   : Evaluate employee performance
- Topic 4   : Assessing staff capacity.
- Topic 5   : Control skills.
- Topic 6   : Project management.
- Topic 7   : Planning skills.
- Topic 8   : Total quality management (TQM).
- Topic 9   : Topic Kaizen.
- Topic 10 : Overall Performance Maintenance (TPM).
- Topic 11 : Organizational skills.
- Topic 12 : Decision making skills.
- Topic 13 : Managing the meeting.
- Topic 14 : Corporate Culture.
- Topic 15 : Practice 5 S.

Together with the Departments to deploy the evaluation system: AOL, OKR, ASK, KPI for employees, implement ISO processes.

The skills learned and applied in management are as follows
- Team management and BODrdination skills
- Presentation skills
- Creative thinking skills, propose solutions
- Problem-solving skills
- Time management skills
- Work arrangement skills
- Communication skills, instructions via phone, email
- And training options to support users, strengthen attack prevention.
- OS Microsoft Windows Server, Linux, VMWare, AIX, cloud computing (Cloud Computing)
- Knowledge of project management and implementation ISMS, ISO27001
- Knowledge of information security standards such as ISO27001 and information security

I have the following professional and managerial experience and skills
Software writing experience:
1. I have experience writing software using programming languages such as: Python; C#; PHP; ASP; Netfreamwork; and database programming languages such as: SQL Server; MySQL.

2. Some application software has been made for the company to use such as: Sales Management Software; Import - Export - Inventory Management Software; Asset Management ; Employee manager software;.

I made my own online sales websites using Wordpress; Joomla;

Experience in successful implementation and application, management and operation of ERP systems

ERP – SAP A1 / SAP S4/HANA/ Clound

ERP – ORACLE - EBS; ORACLE Clound Fushions.

ERP –Dynamic AX / Dynamic 365; Navision ERP

Experience in successful implementation and application, management and operation of application software systems

- Production management and operating software (MES): manafacturing excution system
- QR Code software
- Software Customer Relationship Managemnet; (CRM).
- Software Distribution Management System (DMS).
- Bitrix 24 online job management and administration software.
- The results achieved after successfully deploying and operating ERP software; DMS; CRM; Office365; Bitrix24: achieved the following :
- Increase the working efficiency of each user and rooms throughout the Company
- Data of the correct modules; Update realtime reports.
- Optimizing selling expenses: such as revenue situation reports; production cost; operating and management costs;
- Provide leaders of departments and Board of Directors with visual reports, correct and real-time data for the Board of Directors to make timely decisions

Integrate and digitize data with software such as

- Write software tools that integrate (Application Programming Interface) with ERP; DMS; CRM; QRCode; Electronic invoice (M-invoice)
- Design and develop Business reports; Accountant; Warehouse as revenue report; debt report; Inventory report; Accounting reports and other reports as directed by the Board of Directors.

Automation and digitization software such as:

- Office Robot or RPA (robotic process automation) of Japan
- Management reporting software for the Board of Directors to view reports on business performance; turnover; liabilities; as intuitive and instant as
- TableAU software; Business Intelligen; BO

Plan – Organize – Monitor – Implement:

Planning goals, strategic orientation of IT application in activities: Management, production, business to create competitive advantage, increase revenue

Building solutions and implementing information systems, IT projects that meet current and scalability 5-10 years, including network systems, data servers. e-mail server for all users at the corporation and its branches; factory

Positions worked in companies

I have experience as IT- ERP Manager for 18 years

Company name	**RDP Plastic (Rang Dong Plastic)** Joint Stock Company with **Japan** scale of 01 corporation Head Office in Ho Chi Minh City and 3 branches 4 factories at Long An **Province with the size of 6 servers and 400 clients**
Working period	2014 – January , 2023
Position	IT - ERP Manager
Job description	

Manage Team IT and Team ERP.
Managing Team Infrastructure and Network System
- Management and monitoring - evaluate the employees' performance according to the weekly goals and plans; Check and evaluate the work report achieved for the week and work plan for the next week.
- Check the management and operation of the network, servers, security devices, and scheduled backup data; Ensure and prevent attacks of viruses, Hackers, prevent data loss.
- Strategic information technology application in management, production and business

contribute to increase sales and development of the Company and its branches and factories.
- Protection of data security and confidentiality of corporations, data loss prevention.
- Prevention of virus attacks and hackers.
- Organize the training and training of all employees of the Company using information technology and data protection and prevention skills.
- Organize the installation of open source operating systems such as: Linux - Lubuntu, Ubuntu, Centos to reduce investment costs for the company, while improving skills for employees throughout the company.
- Installing System Configuration on Windows Server 2012, Domain, SQL Server 2012, Vsphere Virtual Machine, Vcenter, DataCenter, NAS backup devices, Sophos firewall and Routers ... handle the recovery of computer problems as well as network infrastructure.
- Vlan, Domain, AD, FTP server design.
- Enterprise Management Software
- Website management, Email system, Camera.
- user support ...
- Ability to work independently or in a good team
- There is a high sense of responsibility.
- Have a passion for technology research.
- problem solving, analytical and programming skill

About network infrastructure
I designed drawings from the data center to each user location of 5 factories with a scale of about 500 users;

Get the following results
- Drawing: optimal in length; optimized towing line; cost reduction
- Wires in the factory are built into trunking and protective plastic pipes
- The line goes outdoors, the thread goes into the PPF plastic pipe and goes underground; high degree of protection.
When the company's staff size increases later: the system infrastructure is ready and responsive without having to return or leave in 5 to 10 years
Install, configure, and manage security devices to prevent attacks, protect the network system and company-wide data.
Cyberom equipment; Poloato; fortinet; cisco.
I list the systems that have done and have many years of experience in implementing large-scale system infrastructure construction; as the model at the corporation to about 5 factories;
- Wired and wireless network infrastructure system
- Security Camera System – Surveillance
- Fingerprint time attendance system - magnetic card
- Entry and exit gate control system
- Notification sound system for Offices and factories to communicate to employees
- Internal telephone exchange system
- Lightning protection system
- Meal management system at the factory
- System of data center rooms: including servers; security devices; data backup devices and attack prevention devices.

ERP Team Management and Sofware
- Management and monitoring - evaluate the employees' performance according to the weekly goals and plans; check and evaluate the work report achieved in the week and the work plan for the next week.
- Manage, guide - train KeyUser team to guide End User users
- Participating in user input instructions.
- Check and monitor system operation; ensure stable system operation; for users to input realtime data.
 Interact with ERP companies to regularly grasp the ERP Cloud maintenance plan and schedule; ERP update of the company.
ERP Enterprise Management Software User Guide.
With modules: Finance, Accounting and Reporting (FICO), Maintenance Module (MM), Quality Management (QM), Production Module (PP) and Human Resource Management (HR).
- Collect and manage the product, customers and vendor mix list to

prepare the product database and customer database (including product translation into Vietnamese)
- Lead data collection of all departments
- Coordinate and support the launch of the ERP with users
- Coordinate the deployment of E-Commerce with the Digital Office
- Create data infrastructure
- Lead the data transfer of the current software into ERP software
- Develop and manage a detailed project schedule and work plan
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Monitor progress and make adjustments as needed
- Measure project performance to identify areas for improvement
- Infrastructure and networks, servers, security.
- Infrastructure and surveillance security equipment such as Camera.
- Writing software and implementing instructions for users to use ERP; DMS; CRM; Bitrix 24; QRcode; Office 365

Online Sales Department Manager:

Deploy for web-site designers: design web in accordance with modern technology, optimize keywords to increase web traffic rankings.
- Develop product portfolio, develop and keep customers visiting the Web-site.
- Ensure booked revenue, and revenue growth according to plan and strategy.

Company name	**PHONG PHU INTERNATIONAL MILL COMPANY (PHONG PHU TEXTILE MACHINERY** **Address: 48 Tang Nhon Phu Street, Tang Nhon Phu Ward, District 9, Ho Chi Minh City**
Working period	**Form year : 2006 – 2014**
Position	**IT Manager**

Job description:
Strategic information technology application in management, production and business contribute to increase sales and development of the Company and its branches and factories.
- Protection of data security and confidentiality of corporations, data loss prevention.
- Prevention of virus attacks and hackers.
- Organize the training and training of all employees of the Company using information technology and data protection and prevention skills.
- Organize the installation of open source operating systems such as: Linux - Lubuntu, Ubuntu, Centos to reduce investment costs for the company, while improving skills for employees throughout the company.
Management of Inflated Information Technology
- IT department staff manager: Web-site programmer and design team, hardware team consisting of 5 IT staffs at the corporation and 4 IT staffs at 5 branches.
- Management of the entire computer network including 3 servers and 500 clients, database security.
- Web-site design e-commerce, image interface.
- Writing Application Management Software ... ..
- Repair and maintenance of computers, printers, .. installation of telephone switchboards, CCTV, timekeeper.
 Deploy ERP software at the Corporation's offices and branches in such provinces as Ho Chi Minh City, Long An, Da Nang and Hue.
- Manage IT staff and sales staff online
- Install, configure System Window Server 2003, 2005, ISA Server, KasperSky ...
- Management of the entire computer network, database security.
- Web-site design e-commerce, image interface.
- Writing Application Management Software.

- Repair and maintenance of computers, printers, .. installation of telephone switchboards, CCTV, timekeeper.
- Installation of conference conferencing systems with foreign customers..

Company name	**Medical Import Export Joint Stock Company HCMC (YTECO)** (The company specializes in distribution of medical equipment, tools, drugs, ... directly under the Health Department of Ho Chi Minh City) Address: 181 Nguyen Dinh Chieu Street, Ward 6, District 3, Ho Chi Minh City.
Working period	**Form year 2001 - 2005**
Position	**Information Technology Engineer - Vice Director of Information Technology**

Job description:

- Deputy Head of Information Technology: Network Management and Staff Management in the Company and 5 Branches.
- Install, configure, and administer Company-wide corporate networks and affiliates.
- Configure, secure network, mail Server, prevent Spam mail and hacker attacks.
- Writing software applications in the company: Material Management, Warehouse Management using programming languages: VB, ACCESS with SQL Server 2000 database, 2003 ....
- Implement and guide the use of ERP software to each user in each room ..
- Manage IT staff and sales staff online
- Install, configure System Window Server 2003, 2005, ISA Server, KasperSky ...
- Management of the entire computer network, database security.
- Web-site design e-commerce, image interface.
- Writing Application Management Software.
- Repair and maintenance of computers, printers, .. installation of telephone switchboards, CCTV, timekeeper.
- Installation of conference conferencing systems with foreign customers..
- Implement network system, wifi, data center
- Automatic door control system, timekeeping.
- The canteen management system
- Installing, configuring the network system for the Company's corporate clients. Installed Server 2003 Server and domain configuration, AD,
- Install and configure Mail Echange Server, Spam mail filter Trend micro ....

Installation of telephone exchange, security surveillance camera system, teleconferencing between the corporation and branches and foreign customers.

Training user

Deploy training of application software for new users: on schedule and periodically.

advise and report to BOD

Report to the Board of Directors and advise the Board of Directors: solutions and information technology application situation to optimize: business activities; production and management activities; Update devices and solutions from companies such as: MicroSoft; SAP; ORACLE; DELL; HP, IBM, BITRIX 24, ….to advise the Board of Directors in a timely manner.

If hired, I commit to strictly comply with the Company's rules and complete the assigned work.
     Thank and Best Regards !

<div align="center">
Candidate
Signed
Nguyen Dang Khoa
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