Phan Dinh Hoang

Date of Birth: May 15, 1992

Nationality: Vietnamese

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# Personal Profile:

A skilled and adaptable professional with extensive experience in customer service, sales, and executive driving. Fluent in English and capable of basic conversational Chinese, with a proven track record of reliability and professionalism. Strong attention to detail and dedication to delivering high-quality service in both domestic and international roles.

# Education:

High School Diploma

Level: 12/12 Grade

Vietnam

# Work Experience:

1. Sales & Customer Support

Cow Play Cow Moo – Singapore

2023 – 2024

- Managed sales and provided customer service at a popular entertainment company.

- Assisted customers with inquiries and ensured smooth operations.

- Developed strong communication skills in a diverse cultural environment.

2. Executive Driver

Crystal Martin – Hanoi, Vietnam

2013 – 2020

- Provided professional driving services for company executives.

- Maintained vehicles and ensured timely, safe transport.

- Demonstrated confidentiality, reliability, and time management in a fast-paced corporate environment.

# Skills:

Languages: Fluent in English, Basic Chinese (Conversational)

Technical Skills: Proficient in Microsoft Office, basic SketchUp

Personal Skills: Excellent communication, time management, and attention to detail

# Personal Information:

Height: 180 cm

Weight: 76 kg

Marital Status: Married

Children: 2 (Born in 2014 and 2020)

Siblings: 5 (Youngest child)

Father: Phan Dinh Lung (Born 1951, Retired)

Mother: Thieu Thi Cu (Born 1954, Retired)