

CAO DI AN

TALENT ACQUISITION EXECUTIVE

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Talent Acquisition professional with experience in recruitment and HR Operations, aiming to grow into a Talent Acquisition Specialist who contributes to business success through effective hiring and talent pipeline development.

PROFESSIONAL EXPERIENCE

TALENT ACQUISITION INTERN

Jun 2024 – Sep 2024

Viet Thai International (PHO24)

- Supported end-to-end recruitment activities for restaurant operations and office positions.
- Posted job advertisements on Facebook, TopCV, Chợ Tốt Việc Làm, and internal recruitment channels.
- Proactively sourced candidates through social media, job boards, and candidate databases.
- Screened candidate profiles and conducted preliminary assessments based on hiring requirements.
- Coordinated interview schedules between candidates and Hiring Managers.

Positions Recruited: Service Staff; Cashier; Kitchen Staff; Restaurant Staff; Shift Supervisor; BO.

Key Achievements: Supported recruitment for 10+ positions monthly; Screened over 100 CVs per month; Coordinated more than 50 interviews; Assisted onboarding for 15+ new employees.

RECRUITMENT ASSISTANT

Feb 2025 – Nov 2025

Nhoan Giaa Nhan Co., Ltd.

- Managed recruitment activities for full-time and part-time restaurant positions.
- Worked closely with Restaurant Managers to identify hiring needs and recruitment priorities.

Positions Recruited: Service Staff; Kitchen Staff; Part-time Employees; Store Support Staff...

Key Achievements: Generated over 60 qualified candidate applications; Successfully hired 20+ employees.

LABOR RELATIONS INTERN

Dec 2025 – Apr 2026

FPT Long Chau Pharmaceutical JSC

- Managed employee records and maintained HR database accuracy.
- Supported Social Insurance (BHXH), Health Insurance (BHYT), Unemployment Insurance (BHTN), and Personal Income Tax documentation.
- Prepared HR reports and ensured compliance with labor regulations and internal policies.

Key Achievements: Maintained accurate employee records & documentation; Supported HR compliance activities effectively; Contributed to the accuracy and confidentiality of HR data management.

EDUCATION

Ton Duc Thang University (2022 - 2026) - MJ: Human Resource Management | GPA: 7.57/10.0

Certifications: English: B2 (154/200) | Word, Excel, PowerPoint > 750

TOOLS & PLATFORMS

TopCV / Chotot / Facebook, Excel / Google Sheets, Vietnamwork / LinkedIn, Doc / Word / Canva

CORE COMPETENCIES

Full-cycle Recruitment, Talent Acquisition/CV Screening, Candidate Sourcing, Mass Hiring/Onboarding, Recruitment Planning, Recruitment Reporting, Stakeholder Coordination, HR Database Management, Labor Relations Support, HR Administration