



HUYNH KIEU TRANG

OPERATION MANAGEMENT/ DATA ANALYST

PROFILE

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-  Ca Mau City, Ca Mau

EDUCATION

**HCMC UNIVERSITY OF TECHNOLOGY
AND EDUCATION**
MAJORING IN CHEMICAL ENGINEERING
TECHNOLOGY
Aug, 2018 - Nov, 2022
GPA: 8.3/10
Conduct scientific research and
publish an article "Preliminary
Screening for Potential Compounds in
Inhibiting Enzyme Tyrosinase from 11
Herbal Extracts" on the Asian Journal
of Chemistry (doi:
10.14233/ajchem.2022.23998)

SKILLS

COMPUTER LITERACY
Microsoft Excel, Power Point, Power BI,
Power Apps

WORK EXPERIENCE

Jun,2025 - Present

OFI - VIET NAM SPICES

SENIOR PRODUCTION MANAGER ASSISTANT

- Develop and manage the overall production plan for the pepper cleaning and sterilization plant (including both black and white pepper).
- Monitor the input materials and output products throughout all production stages, ensuring seamless flow from raw materials to subsequent processes.
- Ensure adequate raw material availability to prevent any shortages that may disrupt production activities.
- Coordinate and implement production plans efficiently across different processing stages to minimize unnecessary machine downtime and optimize operational performance.
- Oversee the entire production workforce, including shift scheduling, task assignment, and daily operation coordination.
- Ensure sufficient manpower at all times to avoid disruptions to the production process due to staffing shortages.
- Train new employees on production procedures, operational standards, and safety regulations.
- Develop and maintain training materials for on-the-job training (OJT) to support new staff during their onboarding process.
- Conduct periodic training sessions for regular employees on essential digital skills, including Excel, Word, Power BI, and Power Apps.

Jul, 2022 - Jun, 2025 OFI - VIET NAM SPICES	PRODUCTION ASSOCIATE - Synthesized data and periodically analyzed and evaluated the productivity for the Cleaning and Steam sterilization plants at Long Binh and Giang Dien. - Proposed improvement plans and do the projects to achieve the KPIs related to production volume, cost, quality, OEE, etc, of these plants. - Managed inventory (WIP, co-products, rejections). Reduce 1,500 mts of WIP stock of both factories. - Maintained the current Power Apps, and created new Power Apps to meet the modernization needs of the factory. - Monitored and solved problems arising in the production process related to capacity, quality, and manpower of the 3 Cleaning lines in Long Binh factory. - Made SOP, WI, and Processing Instructions for Pepper Cleaning lines in both factories. - Coordinated with related departments to solve problems of equipment damage, calibration, and improve the working environment, etc... - Promptly detected and immediately handle the risks that may occur during the production process, threatening the safety of workers and equipment. - Regularly inspected and urge workers to comply with the regulations on production technical standards and labor safety standards..
Nov, 2021 - Nov, 2022 VEDETTE CO.,LTD	CUSTOMER SERVICE AND PRODUCT CONSULTANT - Provided expert advice on selecting suitable cosmetics based on client requirements. - Solving customer complaints. - Collaborated with sales team to create customer promotions.
Oct, 2021 - May, 2022 NOTESSENSE CO., LTD	R&D ENGINEERING - Consulted essential oils and plant extracts suitable for customers' needs. - Supported the Sales team to introduce products.Provided support to Marketing and Content departments regarding product details. - Checked the content posted on the website and product packaging/ labels. - Formulated effective skin whitening serum derived from comprehensive research on mulberry extract.
Sep, 2020 - Jun, 2022 HCMC UNIVERSITY OF TECHNOLOGY AND EDUCATION	TEACHING ASSISTANT - Guided students through correction of exercises beyond regular school time. - Assisted teachers in directing students during class time. - Implemented interactive learning activities, stimulating pupil interest and engagement. - Facilitated communication between pupils and teachers, bridging gaps in understanding and expectations.

CERTIFICATIONS

Feb, 2023

Microsoft Power BI by Microsoft

HONORS & AWARDS

Dec, 2024

REFERENCES

Mr. Thanh Nguyen - Production Manager at ofi Vietnam

Số điện thoại: 0978568261

ofi Vietnam Annual Awards 2024 in Digital/ 2O.X team

Mar, 2023

3rd prize in "Power BI Template Design"

Dec, 2022

Monthly Excellence individual in Execution