



KAO VANDY

Apply for
HR and Admin Supervisor/Manager

ADDRESS

#10D, Street 306, Sangkat Kakab, Khan Pursenchey, Phnum Penh.

CONTACT

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EMAIL:

Vandykao096@gmail.com

PERSONAL INFO

Date of Birth: Oct 5, 1997
Gender: Male
Place of Birth: Phnom Penh
Height: 175cm
Weight: 75kg

HOBBIES

Learn something new
Game Play
Coding
Researching

LANGUAGE

Khmer: Native
English: Medium
Chinese: Medium

EDUCATION

HUNSEN CHUMPUVAN HIGH SCHOOL

2011 – 2016

- High school Certificated
- Grade D at Hunsen Chumpuvan High School

SOVANNAPHUMI SCHOOL

2013 – 2016

- English in Common 1-6

ANT TRAINING CENTER

2016 – 2017

- C++
- Java Programming

KOREAN HRD CENTER

2017 – 2018

- Android Programming Language

金边佛堂

2017-2020

- Studied
- Chinese's Teacher 3 years (Bacis Chinese)



ROYAL UNIVERSITY OF LAW AND ECONOMIC

2016 - 2020 (Bachelor's Degree)

- Economic and Information technology



NATIONAL UNIVERSITY OF MANAGEMENT

2025 - Present (Master's Degree)

- Master of Public Administration (MPA)

TRAINING

Longbay Hotel

- Employee Retention Strategy
- General Orientation Program
- High Performing Employee Framework
- Time Management

REFERENCES

* Mr. Chhouk Tingsan (Khmer)
-Position: Director of Talent & Culture at Novotel Sihanoukville (Former HR Manager of LongBay hotel)
-Tell: 855 17 233 359

* Mr. Tang Long (Chinese)
-Position: Operation Director at Longbay hotel, Kohkong.
-Tell: 855 96 226 31 96

* Mr. Liu Luning (Chinese)
-Position: HR Manager at NEWBUSTAR(CAMBODIA)TIRE CO.,LTD
-Tell: 855 61 641 843

WORK EXPERIENCE



SARY PAPER COMPANY

2016–2018

Delivery

- Deliver goods to customer and take money back.
- Follow up customer.

Warehouse Officer

- Count and send report to manager.

Online Shop

2018-2019

Stock Controller

- Control all input output goods and send report to owner.

V-精品酒店 (V-Boutique Hotel)

2019-2021

Receptionist

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
- Collect the passport or ID card and prepare reservation.
- Provide basic and accurate information in-person and via phone/email.
- Answering screening and forwarding incoming phone calls.



长湾酒店 (LONGBAY HOTEL)

July 01, 2021- January 18, 2024

Admin Officer (July 2021 - February 2022)

- Create posters, certificates, vouchers, and celebration materials for social media promotion.
- Oversee dorm rooms, equipment, stationery, and medicine.with bank accounts, Dingtalk/fingerprint setup, and group access.
- File official documents, memorandums, policies, and other records.
- Coordinate Covid-19 testing.
- Assist in training programs, including materials preparation and venue arrangement.
- Monitor attendance via Dingtalk, process leave forms, and update monthly rosters.

HR Supervisor (March 2022 - December 2022)

- Manage staff attendance, leave, payroll processing, and pay slip distribution.
- Handle salary adjustments, promotions, demotions, probation, and annual evaluations.
- Maintain employee personal files (digital and physical).
- Assist in hiring and recruitment activities.

Senior HR Supervisor (January 2023 - July 2023)

- Collaborate with IT to set up and maintain the BIPO system, overseeing personnel, leave, attendance, and payroll functions.
- Monitor recruitment channels and set candidate targets to optimize hiring.
- Provide computer and Chinese language training to hotel employees.
- Summarize the meeting minutes and send to group management.

Assistant HR Manager (August 2023 - 18 January 2024)

- Develop HR plans aligned with company goals and forecast workforce needs.
- Develop HR manpower (staffing) plans.
- Prepare reports on employee costs, budgeting, and related analytics.
- Monitor and manage HR and administrative expenses efficiently, following the guidelines of the budget plan and business needs.
- Coordinate annual employee performance evaluations and provide actionable insights.
- Conduct annual employee surveys and support initiatives to enhance satisfaction and retention.
- Oversee HR work, including hiring, personal action, resignation/walkout, and training.



双星集团 (NEWBUSTAR CAMBODIA TIRE CO., LTD)

January 20, 2024 - July 20, 2024

HR Supervisor

- Process payroll and resolve any payroll errors.
- Calculate salary tax and NSSF.
- Work with the Ministry of Labor to relate the LACMS such as applying for work book for new local staff, and employee join/resign declarations.
- Support in recruitment activities.



CAMHR INFORMATION (CAMBODIA) CO., LTD

July 22, 2024 - Present

Senior HR Executive

Outsourcing Management

- Developed and implemented company policies and benefits system.
- Oversaw HRMS implementation, optimizing data management and HR processes.
- Oversee client operations, employee management, recruitment, training, and policy compliance while ensuring effective communication and project reporting.
- Manage Outsourcing team to managed up to 15 outsourcing projects for major clients, including: PTT (Cambodia) Ltd (7-Eleven, Cafe Amazon, Otteri), Xiaomi h.k. limited, DKSH (Cambodia) Co., Ltd, World Bank, China Unicom (Cambodia) Operation Co., Ltd, Angkor International Airport Investment (Cambodia) Co., Ltd. AVSC International Co., Ltd.

Total outsourcing staff: ~1,800.

Recruitment Management

- Manage Recruitment team through the full recruitment process from sourcing to on-boarding/off-boarding, ensuring timely and effective staffing for both internal teams and client projects.

Computer Skill

- MS Office (Word, Advance Excel, Power Point, OneNote, Access)
- Google Drive (Docs, Sheets, Forms)
- Graphics (Basic Photoshop)
- Software skill (Power BI, Python, Java, C++)
- Hardware skill (System administration, software installation, research, cloud management)