

Nguyen Thach Thuy Nga

ASSISTANT - SUPPLY CHAIN - DATA AND SYSTEM

CONTACT INFORMATION

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OBJECTIVE

Become Expert in Supply Chain Optimization, Data and System Librarian, with expansion into Finance and Accounting foundation, which can modify knowledge in order to light up Supply Chain solutions.

EXPERIENCE

Ho Chi Minh City
Oct 2021 - Jul 2023

BOD ASSISTANT cum INTERNAL PROCESS & SYSTEM AUDIT

UUVIET SOLUTIONS TRADING CO., LTD

1. Commercial Supervisor & Data Analyst

- Create Sale Policy 2022, Annual Report 2021
- Statistic and analyze Data with Revenue, Costing
- Dashboard Reporting

2. Supply Chain Process Management & IT System Librarian

- Key contact between company and AMIS teams
- Evaluate the suitability of Company processes. Create new ones, or revise the current ones.
- Create/ Upgrade Company Processes
- Create and replace Company templates
- Analyze the inventory cost
- Check Payment Request & Costing Management
- Find out solutions for system problems. Set up, and test all software functions.
- Mitigate the big gap between software and actual processes.
- Composing all files of Usage System Instruction for automatic training

3. Internal Audit

- On behalf of BOD, be key contact among all departments to collect all internal conflicts, then come up with solutions, eliminate/mitigate all with small revised processes.
- Collect all historical faults then create a list for evaluation

MERITS

Enhance knowledge in Construction Industry, especially Sanitary Wares

Improve all skills and spread into other aspects both Back & Front Office.

LEAVING REASONS

Intention for study upgrade concentration.

Ho Chi Minh City
Nov 2019 - Oct 2021

COMMERCIAL & SUPPLY CHAIN MANAGER

KPQ TRADING CO., LTD

1. Supply Chain & Marketing

- Analyze market needs Sourcing suppliers
- Create accounts in E-commerce channels - Upload products - Costing management by phases
- Consult customers Design for production
- Pack and deliver

2. Accounting & Legal

- Calculate Profit Control Cost - Check cash flow - Submit Tax
- Make all legal procedures (Open and Close firm/ Change & Add industries / Register with Tax, Bank, Government, Temporarily Interrupting Operation)

MERITS: Find out about Ecommerce, Start-up business, market challenge.

LEAVING REASON: Find out official job after Covid has gone and been temporarily stable.

Ho Chi Minh City
Nov 2019 - Mar 2020

VENDOR MANAGEMENT MANAGER

TRIP-I TRADING COMPANY

- 1.Be the 1st person in Vendor Management Department in TRIPI (OLIVE SBU), who will need to take role as a Setting-up person (make list ideas, make plans, implement)
- 2.Collect current actual inventory about POSM and Marketing tools of OLIVE
- 3.Collect current information and all design files involving OLIVE (logo jpeg, logo PNG, brand equity, leaflets, flyers, catalog, decals, Usage Instruction Books, ...)
- 4.Make a list of all marketing tools existing, then send report to General Manager.
- 5.Discuss with General Manager for orientation, and requirements.
- 6.Make list and make plan timeline involving, send to General Manager for approval.
- 7.Working with Team Design to plan design. Follow timeline and get files to ask for General Manager approval.
- oBranding Positioning / Internal Employee tools: logo, brand equity, slogan, flyer, billboards, name cards, catalog, uniform, ...
- oExternal Marketing tools / POSM: helmets, caps, umbrellas, bus decals, car decals....
- oExternal Vendor Relationship tools: sign boards, pens, name card holders, vest hangers, door tags, pillow covers, bed covers,
- 8.Contribute ideas and feedback about website, landing page.

MERITS: Have opportunity to work in Supply Chain of new industry: Tourism, especially in POSM and Branding items of Marketing.

LEAVING REASON: Covid 19

Ho Chi Minh City
Sep 2018 - Sep 2019

PLANNING AND PROCUREMENT SUPERVISOR

QSR VIETNAM JOINT STOCK COMPANY

1. Planning - Purchasing

- Analyzing needs and usage - Create PR forms for ordering

(External & Internal) Key contact amongst:

- o Franchisers and Franchisees (QSR's brands) for purchasing oversea.
- o QSR's brands and Forwarders, 3PL for Logistics
- o Supply Chain Indirect Team and Operation Team of Brands about replenishment POs
- o Review Contract/Annex templates with Legal to issue final ones.
- o Review Contract/Annex from Indirect Purchasing Team before sending to Legal review.
- Follow, solve and report any cases which gained up the SCM Cost.
- Ideas for Push down Inventory Cost (Cost-saving)
- Problem solving for any cases involving in Indirect Team.
- Claim for defect items after delivery.

2. Assist Problems in W&L / Accounting / Distribution

- Assist Warehouse Team with solution for any cases in stuck.
- Assist Warehouse Team to arrange transportation and allocate goods to stores.
- Assist Accounting: Check and collect all stuck documents for bank and internal savings Follow transaction

3. Improve Supply Chain Process

- Training: Distribute duties to staffs. Pick up their weakness. Create Training Documents.
- Create & Improve Process: to speed up for all Departments.
- Collect Import License to prepare for shipping documents.
- Reduce Discarding fee from Expired items.

MERITS

- Find out wrong planning points in the past Revise and follow
- Speed up slow POs (Local & Import) - Discover reasons

LEAVING REASON: Promotion in a higher position in new company and challenge with new industry.

Ho Chi Minh City
Nov 2015 - Sep 2018

SENIOR SUPPLY CHAIN SPECIALIST

VIET THAI INTERNATIONAL JOINT STOCK COMPANY

1. Sourcing Deal Contracts - Purchasing - Inventory Management - Production Assistant - Payment - Problem forecast and solving

- Analyze needs and demands Assist basic planning
- Finalize BOM new product with R&D and Design Department
- Lead Supplier selection
- Coordinate interfaces with other departments (e.g. designing, production, quality control)
- Contract Management and revise before closure

2. Problem Prediction - Come up with solutions - Set up plans - Action

- Assist QC Department to collect and follow all Production Database
- Make cost-saving
- Control inventory
- Create working rules for the whole group in planning, purchasing, manufacturing.

MERITS

- Assist to arrange finance cash-flow to solve all stuck with current suppliers.
- Create a back-up supplier list - Break the exclusive-suppliers disadvantage for years.
- Make cost-saving
- Problem solving (Tin-tight breaking / Packaging producing lately/ Defect packaging for urgent orders/ Push down inventory successfully with new ideas/ Make solutions in delivery with Warehouse Dept. easier and faster)

LEAVING REASON

- Promotoin in a higher position in new company.
- Viet Thai new office was too far to commute for work.

Dong Nai Province
Nov 2012 - Dec 2014

MERCHANDISER (Michael Kors, SENA)

K & T CO., LTD

- Be Key-contact with customers and suppliers.
- Make BOM-Quotation
- Purchasing material for Sample and Production
- Transfer tech-pack of new samples to Sample Room - Request patterns Follow making samples
- Receiving requirements Consulting Making samples.
- Planning inventory - Sourcing
- Make time schedule production, with Production Manager
- Follow process by steps until finishing: Picking up material - Cutting Patterning - Cutting mass - Separating groups - Stamping - Sewing - Sticking - Checking - Cleaning - Packaging.
- Come up with solutions - Contact customers for issues

MERITS

- Have an opportunity to be trained by all Department Managers before promotion to be Assistant.
- Be one of 3 people chosen to join in Training with Targus Group (Michael Kors) in Shenzhen, China.

LEAVING REASON: Back to Ho Chi Minh for new job

EDUCATION

Ho Chi Minh City
Aug 2008 - Feb 2021

Bachelor of Business Administration

Hoa Sen University

LANGUAGES

English
Advanced. IELTS 6.0

Chinese
Elementary

SKILLS

Supply Chain
Lean - Six Sigma
Cost Management

Data Analytic
Inventory Control
Budget Management

CERTIFICATIONS & COURSES

1. Leverage Data Science for a more Agile SCM
2. Data Analytic (Power Query - Power Pivot - SQL Server - Power BI)
3. Supply Chain Management Standard Score