



HUNG TRAN TUAN

FOOD SERVICE CATEGORY STAFF

In short-term (1-2 years), I aim to master the operational flow of the Food Service category, assisting the Line Manager in handling contracts, listing new items, and strictly managing aging stock to minimize waste. I will leverage Power BI/Excel to prepare accurate sales reports and monitor store execution.

Long-term (3-5 years), I aspire to advance as a Category Manager, driving the R&D of new Ready-to-Eat products and building a strong supplier network that enhances the competitive advantage of the Food Service category.

Ho Chi Minh City

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EDUCATION

HOA SEN UNIVERSITY

- Bachelor of International Business

ACTIVITIES

TEAM LEADER

11/2023 - Top 4 Finalist at Vietnam Young Logistics Talents, organized by Vietnam Association for Logistics Manpower Development

SKILLS

- Supply Chain & Sourcing:** Strategic Sourcing, Vendor Negotiation, Cost Control, Contract Management, Inventory Optimization (FIFO, JIT, OTIF).
- Logistics Operations:** PO, Domestic Trucking Coordination, Load Planning (CBM), Import-Export Documentation, Incoterms 2020, ECUS/VNACCS.
- Data & Technology:** Power BI (DAX/Modeling), SQL, SAP BASIC, Advanced Excel (VBA), AI Application (Gemini/ChatGPT), Canva, Capcut Pro.

CERTIFICATES

- Data Analysis Certificate (Excel, Power BI, SQL) – Microsoft & VNU-HCM
- Import-Export & Logistics Operations Certificate – Vinatrain Vietnam
- International Payment & Trade Finance Certificate – Vietvictory Bank
- SAP ERP Procurement Fundamentals – Udemy

LANGUAGES

- English: Professional Working Proficiency (Aptis ESOL B2)
- Vietnamese: Native

WORK EXPERIENCE

HAU GIANG & HOANG LE KHA SECONDARY SCHOOL CATERING

PURCHASING & OPERATIONS COORDINATOR

01/2024 – Present

STRATEGIC SOURCING & VENDOR MANAGEMENT

- Partnerships:** Established direct trade agreements with market leaders: Nestlé, Orion, Acecook (FMCG/Dry Food) and Vissan, Ba Huan, CP (Fresh Food) to ensure product quality and supply stability.
- Contract Negotiation:** Negotiated favorable Net 30 payment terms (30-day credit) with key distributors; successfully locked in fixed prices during market fluctuations to stabilize menu costs.
- Supplier Evaluation:** Implemented OTIF (On-Time In-Full) KPIs to evaluate supplier performance and ensure service reliability.

COST CONTROL & BUDGET OPTIMIZATION

- Cost Reduction:** Monitored daily COGS (Cost of Goods Sold); proactively sourced alternative suppliers for high-variance items, achieving a 10% reduction in material costs year-over-year.
- Market Analysis:** Utilized Power BI to track price trends of fresh produce, advising the board on bulk-buying timing to maximize profit margins.
- Bidding Management:** Led the documentation and cost analysis for the annual operating bid (2024-2025), securing the contract renewal through demonstrated cost efficiency.

INVENTORY & OPERATIONS EXCELLENCE

- Merchandise Planning:** Analyzed consumption data to optimize the product assortment (100+ SKUs), introducing high-demand items (Snacks/Toys) that increased daily revenue by 43% (3.5M to 5M VND).

WAREHOUSE ASSISTANT

10/2023 – 01/2024

WAREHOUSE OPERATIONS & 5S STANDARDS

- Coordinated daily receiving and issuing activities while implementing 5S methodology to optimize storage layout, ensuring continuous ingredient flow to the kitchen team without interruption.

STOCK INTEGRITY

- Enforced strict FIFO/FIFO (First-Expired-First-Out) rules and conducted daily cycle counts to minimize food waste, maintaining 99% inventory accuracy for financial reconciliation.

INBOUND CONTROL & QUALITY ASSURANCE

- Strictly inspected incoming goods (sensory quality, temperature) and managed food safety documentation, contributing to zero non-compliance issues during annual Health Department inspections.

VNMARTS GIFT COMPANY LIMITED

PURCHASING & LOGISTICS INTERN

03/2023 – 06/2023

- **Project Execution:** Supported procurement and logistics for high-profile clients (Camel, Nitori, CPC1) with complex customization requirements.
- **Documentation:** Processed commercial documents (Contracts, Invoices, Packing Lists) for international shipments with 100% accuracy.
- **Supplier Coordination:** Tracked production status with 10+ suppliers to ensure strict adherence to project timelines.

PERSONAL PROJECTS

SALES PERFORMANCE DASHBOARD

Build a dynamic dashboard to visualize and track sales performance indicators (KPIs). The project demonstrates skills in data processing, modeling, and creating business analysis reports.

<https://github.com/Hummm334/Sales-Analysis-Dashboard>

CAR SALES ANALYSIS DASHBOARD

Create a comprehensive dashboard on Excel to analyze sales and inventory data, demonstrating the ability to use advanced Excel tools to provide valuable insights.

<https://github.com/Hummm334/Sales-Analysis-Dashboard>