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# LE HOANG KIM PHUC

- Supply Chain & Operations professional with 3+ years of experience in production planning, inventory control, logistics coordination, and supplier management.
- Strong analytical skills, SAP proficiency, and cross-functional communication gained through roles at 3M, CMA CGM, and forwarding companies.
- Detail-oriented, proactive, and experienced in managing planning risks and ensuring stable material availability.

## CONTACT

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- 📍 District 7, Ho Chi Minh City

## EDUCATION

HO CHI MINH UNIVERSITY OF  
LANGUAGE AND TECHNOLOGY  
(HUFLIT)

**Commercial English 2017 - 2022**

## CERTIFICATE

- Supply Chain Essentials - VILAS (Present)
- Certificate of Import - Export Operation (Tan Cang Training Course)
- Customs Declaration Course (ECUS Software) – Tân Minh Trí Training Center, HCMC
- Workplace Safety & Hygiene Course
- MOS (Microsoft Office Specialist) – Excel, Word, PowerPoint

## SKILLS

- Shipping & Delivery Coordination
- Order Processing & Inventory Control
- Vendor & Cost Management
- SAP (Procurement, PO, Invoicing)
- MS Excel & Data Reporting
- Document Control & Audit Readiness
- Cross-functional Communication
- Problem Solving & Issue Resolution

## ACHIEVEMENT

- Reduced billing errors by 30% through data validation
- Improved delivery speed with better courier coordination
- Cut PO processing time by 20% via SAP workflow optimization

## REFERENCE

**Jenny Phuong Trinh**

SEA Operation Lead

- 📞 0909 599 465
- ✉️ pttrinh2.cw@mmm.com

## WORK EXPERIENCE

### 3M VIETNAM COMPANY LIMITED

#### Facilities Coordinator | 08/2024 – 10/2025

- Coordinated inbound/outbound shipments and ensured timely material availability for internal operations.
- Managed PO creation, invoice checking, and supplier payment processes through SAP.
- Collaborated with vendors and internal teams (Finance, Admin, Warehouse) to maintain smooth operational flow.
- Monitored logistics data accuracy between FedEx system and SAP to support planning decisions.
- Controlled office/operation material usage, contributing to better resource planning.
- Supported cross-functional activities and coordinated requirements during peak operational periods.

### 3M VIETNAM COMPANY LIMITED

#### System Administrator & E-Warranty Administrator | 06/2023 – 06/2024

- Monitored distributor inventory levels and ensured accurate system data for demand & supply decisions.
- Identified discrepancies in stock and product flow, supporting data-driven planning.
- Worked with IT/Sales to optimize system cycle time and data accuracy for planning activities.
- Managed master data (dealers, access rights) crucial for supply and sales alignment.

### CMA CGM VIETNAM JSC

#### Customer Service Executive | 12/2023 – 06/2024

- Handled end-to-end shipment cases, ensuring customers received accurate supply timelines.
- Anticipated risks (delays, roll-overs) and escalated to relevant teams, ensuring production and inventory planning stayed accurate.
- Provided forecasting-related feedback during promotion periods or shipment disruptions.

### GS GLOBAL LOGISTICS CO., LTD

#### Customer Service Executive (Forwarding SEA/AIR) | 06/2022 – 03/2023

- Coordinated SEA/AIR shipments, ensuring on-time inbound arrival of raw materials & goods.
- Tracked lead times and flagged risks impacting supply chain flow.
- Prepared documentation (SI, HBL, manifest), supporting accurate planning inputs.
- Worked closely with carriers and warehouse teams to ensure timely availability of goods.

### HONG NGA SAIGON TRADING CO., LTD

#### Sales Administrator & Purchasing Officer | 07/2021 – 10/2022

- Processed customer orders and coordinated deliveries, supporting demand planning accuracy.
- Created PR/PO for materials and followed up with suppliers until goods received.
- Worked with warehouses to verify stock levels and minimize overstock/understock.
- Evaluated suppliers and negotiated pricing, supporting procurement & cost control.
- Maintained records for stock, sales, and purchasing data used in planning decisions.