



Truong Anh Minh

CATEGORY SUPERVISOR

Contact information

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Skills

- Strong communication and negotiation skills when working with suppliers.
- Excellent management abilities with strong forecasting and data analysis skills.
- High sense of responsibility; proactive, adaptable, and effective in problem-solving.
- Good teamwork spirit with strong work ethic and commitment.
- Continuous learning mindset with strong motivation for self-improvement.
- Proficient in Microsoft Office applications.
- Good English skills in reading, writing, and basic communication.

Labor achievements

Dedicated Employee Award 2022 – 2023
(awarded for 2 consecutive years)

Education



Nguyen Huu Canh College of Economics and Technical Technology (Intermediate Degree)

Faculty of Economics, 2021 – 2023

Work experience



SAIGON CO.OP - CO.OP FOOD (HO CHI MINH

CITY UNION OF TRADE COOPERATIVES)

2021 - 2025 (4 yrs)

Administrative Treasurer - Industry Leader
(operational support)

2021 – 2023 | Administrative Cashier

- Handled and resolved arising operational issues, including customer complaints.
- Verified and reconciled daily sales data; prepared detailed daily revenue reports.
- Managed VAT invoices for all sales transactions.
- Controlled and balanced store operating expenses; prepared income-expense statements.
- Handed over daily cash sales to the visiting bank collection service.
- Prepared and analyzed actual sales performance reports.
- Managed the store's legal and compliance-related documentation.

2023 – 2025 | Category Supervisor (Operations Support)

- Managed product quality and controlled inventory levels.
- Monitored and analyzed stock rotation to ensure optimal inventory.
- Conducted forecasting and statistical analysis to balance and plan purchase orders.
- Inspected goods, reconciled purchase invoices, and prepared input-invoice summaries.
- Entered invoices into the system and prepared payment requests for the Accounting Department.
- Worked with suppliers regarding product issues, supply coordination, and after-sales matters.
- Followed up on promotional programs and ensured proper implementation among sales staff.
- Supervised and allocated daily/weekly sales targets to the sales team.