



LINH KHANH DAU

Merchandiser & Buyer

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About Me

A detail-oriented Buyer with analytical mindset. Proven track record in purchasing quality products from multiple origins. Proficient in English with strong background in Logistics, Supply chain and supplier management. Seeking for opportunities in procurement/sourcing field to dedicate and bring true values to the enterprise.

Skills

- Contract Negotiation
- Order Management
- Supply Chain Coordination
- Store Layout Planning
- Data Reporting & Analysis (Excel)

Education

Bachelors in Logistics Management and Multimodal Transport (2017-2021)

University of Transport, Ho Chi Minh City

GPA: 3.52/4

Experience

Purchasing Specialist

12/2022 – 02/2025

Matsukiyo Vietnam

01/2024 - 02/2025

1. Makeup & Hair Care Category

- Led **sourcing and procurement strategies** for **2,000+ SKUs** (Make up, Hair care), ensuring a diverse and competitive product selection.
- **Negotiated commercial contracts**, securing **flexible exchange policies and clearance event** agreements, **reducing expired product wastage by 8%**.
- **Evaluated and introduced new products and brands**, contributing to **16% of total sales growth** through strategic selections.
- **Developed and executed promotional and activation campaigns** in collaboration with suppliers, achieving a **50%+ monthly sell-out rate**.
- **Fostered strong relationships with domestic suppliers**, ensured a reliable supply and standard delivery
- **Conducted in-depth market analysis** to identify emerging beauty trends and consumer preferences, **aligning sourcing decisions** with market demand and competitive positioning.
- Optimized **in-store merchandising**, designed eye-catching displays that adapted to seasonal trends and promotions, enhancing the customer shopping experience.

2. Oral Care, Body Wash, Medical & Daily Goods

12/2022 - 01/2024

- Managed **800+ SKUs** across Oral, Body wash, Medical, Daily goods categories.
- **Negotiated commercial contracts** to secure competitive trading terms
- **Order management** and maintained **optimal safety stock levels** in stores
- Ensured seamless logistics coordination, **improving inventory turnover** and reducing supply chain inefficiencies.

Senior Buyer Assistant

09/2021 – 11/2022

Central Retail Vietnam

- Sourced & negotiated with matching suppliers for multi-project to purchase over **700+ toy products** across four brands: **Kubo** (Children's Toys), **LOOKKOOL** (Everyday Home Products), **go! WOW** (Multipurpose Items), and **Come Home** (Modern Home Furnishings), along with **300+ Self-care & Cosmetics products** under LOOKKOOL.
- Expanded the **global supplier database** by adding **120+ reliable vendors**, strengthening strategic partnerships, and ensuring sustainable procurement practices.
- Achieved a **10% reduction in purchasing and labeling costs** by optimizing MOQ and identified cost-effective, high-quality suppliers.
- Improved **supplier relationship management**, increasing vendor satisfaction by **ensuring accurate, timely payments** and maintaining strong communication.
- Conducted administrative tasks for custom clearance with timely manners to avoid extra logistic cost

Procurement Specialist

02/2021 – 08/2021

3N Ventures Co., Ltd

- **Managed procurement** for **1,000+ SKUs** across fresh food, dry food, and household products, ensuring optimal stock levels.
- **Built a supplier network** from scratch, **growing to 14 reliable vendors** to enhance sourcing efficiency.
- **Monitored inventory** and executed bi-weekly Purchase Orders (POs)