



HUNG TRAN TUAN

FOOD SERVICE CATEGORY STAFF

Object

A recent International Business graduate with over a year of practical experience in retail and F&B operations. As a hard-working, quick-learning with a high sense of responsibility, I am eager to apply my skills in data analysis, inventory management, and supplier coordination to a Category Staff position. My goal is to effectively support the Line Manager in implementing category strategy, optimizing sales and stock, and contributing to the overall success of the business.

Personal Information

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Skills

Data Analysis & Visualization:

Power BI, Microsoft Excel (Power Query, Power Pivot, DAX, VLOOKUP, Pivot Tables), Business Intelligence (BI), Data Modeling, Dashboard

ERP Systems & Databases:

Basic SAP, SQL (Microsoft Azure)

Import-Export Operations & Customs:

E-Customs (ECUS5/VNACCS), Customs Clearance (A11, A12, B11, B12, H11, H21), C/O, Incoterms

Languages & Office Tools:

English (Aptis ESOL B2), Microsoft Office Suite (Word, PowerPoint, Excel)

Certificates

10/2025

- Driver License: Class B2

09/2025

- Data Analysis & Visualization with Power BI (CSC)

09/2025

- SAP for Beginners course | SAP ERP with practice (Udemy)

08/2025

Job Experience

Operations Coordinator

09/2024 - Present

CANTEEN OF HOANG LE KHA SECONDARY SCHOOL AND HAU GIANG SECONDARY SCHOOL

- Analyzed daily sales data to forecast demand, supporting accurate material planning and inventory control for 50+ products.
- Performed daily data reconciliation for inventory, ensuring consistency between physical stock and system records.
- Tracked operational KPIs and customer feedback to identify opportunities for process and product quality improvements.

Procurement Intern

06/2024 - 09/2024

VNMARTS GIFTS COMPANY LIMITED

- Received and processed purchase requests from the Sales department, then identified and vetted 5+ potential suppliers for each request.
- Created and managed Purchase Orders (POs), closely tracking production schedules and supplier lead times to ensure on-time delivery.
- Monitored inventory data and proactively proposed solutions to the Sales and Marketing teams to address high stock levels.
- Maintained and organized all supplier and order documentation, ensuring data accuracy and easy retrieval for audits.

Securities Sales Intern

07/2022 - 10/2022

HO CHI MINH CITY SECURITIES CORPORATION (HSC)

- Collected, cleaned, and unified customer data from multiple sources to build a consistent database for analysis.
- Ensured 100% data integrity and accuracy for client profiles by adhering to strict KYC compliance protocols.

Kitchen Staff - Part Time

09/2020 - 01/2021

SASIN TRADING COMPANY LIMITED

- Ensured consistent product quality by strictly adhering to standardized recipes and portion control.
- Inventory & Materials Management. Inspected incoming raw materials from suppliers for quality. Implemented the FIFO (First-In, First-Out) principle and controlled inventory logs to minimize waste and ensure freshness.
- Collaborated with front-of-house staff during peak hours to maintain service speed. Resolved order discrepancies promptly to ensure customer satisfaction.

- Certificate of Import-Export Course (Vinatrains)
- Maintained a clean and organized kitchen environment by performing opening and closing duties, strictly adhering to all food safety standards.

08/2025

- Data Analysis & Visualization with Excel (CSC)

07/2025

- Excel Fundamentals for Data Analysis (CSC)

07/2023

- International Payment Certificate (Vietvictory)

07/2022

- Aptis ESOL B2 International Certificate (British Council)

Education

Bachelor of International Business

09/2020 - 08/2024

Hoa Sen University

GPA: 3.12

Activities

Team Leader

06/2023 - 09/2023

Viet Nam Young Logistics Talent - Applying Green Logistics in Goods Delivery and Receipt

- Lead a team of four to research and develop a comprehensive model to reduce carbon emissions in last-mile delivery for dense urban logistics networks.
- Present the team's findings and business case to a panel of senior logistics industry experts.

Projects

Sales Performance Dashboard

github.com/Hummm334/Sales-Analysis-Dashboard

Developed a dynamic dashboard to visualize and track sales KPIs against targets. This project demonstrates skills in data modeling, processing, and creating business analysis reports.

Car Sales Analysis Dashboard

github.com/Hummm334/Car-Sales-Dashboard-Excel

Created a comprehensive dashboard in Excel to analyze sales trends against inventory data, showcasing capabilities in data modeling and visualization relevant to both sales and inventory planning.