



# NGUYEN MINH THI

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## CAREER OBJECTIVES

Experienced in Purchasing and Supply Chain Management with a proven track record in omni-channel retail. Skilled in demand forecasting, supplier partnerships, and inventory control. Continuously seeking efficient strategies to enhance operations, drive company growth and ensure sustainable growth across industries.

## EDUCATION

2018 - 2022

University of Economics  
Ho Chi Minh City

Bachelor of Customs Management - Foreign Trade

- GPA: 3.2/4.0
- Award: "The Excellent Assignment Award (UEH 500)".
- Participated in The First International Scientific Conference of Global Vietnamese Young Scientists.

## EXPERIENCES

Oct 2024 - Present

Hansae HCM Co.,LTD

Merchandiser

- Managed Time & Action (TNA) plans to ensure timely development and delivery of samples and bulk orders.
- Reviewed and corrected Bill of Materials (BOM) discrepancies to improve production accuracy.
- Negotiated pricing and quality standards with suppliers to meet production needs while controlling costs.
- Coordinated with the production planning team to monitor manufacturing progress and troubleshoot delays.
- Collaborated with trims and fabric teams to ensure adequate supply of raw materials aligned with production timelines.

Apr 2022 - Apr 2024

Con Cung Corporation

Purchasing - Supply Chain Executive

- Analyzed historical sales data, market trends, and promotional impacts to enhance demand forecasting accuracy.
- Ensured timely replenishment of products across all stores while maintaining optimal inventory levels, reducing stockouts by 15%.
- Monitored key inventory KPIs (OOS, stock turnover, Days of Inventory) to prevent stockouts and overstock situations.
- Liaised with suppliers to resolve delivery issues, quality concerns, and returns efficiently.
- Assisted in Sales & Operations Planning (S&OP) by providing data-driven insights on demand trends and inventory performance.
- Identified inefficiencies in logistics processes and proposed solutions to mitigate delays and risks.

**Nov 2020 - Mar 2022**

Giao Hang Nhanh  
JSC

**Customer Care Assistant**

- Handled 80-100 customer inquiries daily, ensuring timely resolution of order and delivery issues.
- Managed product returns, refunds, and complaints with e-commerce platforms (Tiki, Shopee, Lazada).
- Gathered and recorded customer feedback from quality control departments for ongoing improvements.

## SKILLS AND ABILITIES

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- Abilities:

- Responsibility
- Attention to Detail
- Problem Solving
- Negotiation
- Time Management
- Inventory Management
- Demand Forecasting
- Supplier and Stakeholder Management

- Computer skills:

- Microsoft Office, especially Excel
- ERP system: Intermediate

- Languages:

- Vietnamese: Native
- English: Upper-intermediate

## CERTIFICATIONS

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- TOEIC: 755 (L - 355, R - 400)
- Digital Literacy Certification (IC3)

## EXTRA-CURRICULAR ACTIVITIES

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**Member of External Relations Department of APPLE English Club**

**Nov 2019 - Aug 2021**

- Led sponsorship outreach and external partnerships.
- Contributed to the success of "I SPELL English Contest" (400+ contestants) and "Spring Volunteer Campaign" (10M VND raised).

## REFERENCES

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Available on request.