

COVERING LETTER

Dear Sir/ Madam,

Through your company's recruitment information to seek suitable position, as my qualifications and worked experience, I do believe that I meet your company's requirements.

I have more than twelve experience-years as the customer service and purchasing leader at some companies in retail supplying. My main jobs are not only responsible for taking care of customer satisfaction about products, seeking resources of goods, hiring and training new staffs but also being responsible in importation goods from oversea, ensuring the increasing of sale volume and revenue of company Besides, I also have experience in collaborating with marketing department to launch new promotion programs supporting sales activities.

For computer skills, I can use office software such as Microsoft word, excel, email and power-point. In addition, I'm able to do well in making reports.

With my ability of working methodically and organizing well, I can work independently or team-work under high pressure. Moreover, I can communicate fluently in English, and use specialized English in jobs quite well.

I do believe that I can become accustomed to new environment easily.

I kindly enclose my resume for your reference. I do hope an opportunity to become one of your staff. If you want to know more about me, please feel free to contact me at my cell- phone: (84)94 6617 588 or the email: songhuong.truong@gmail.com

Thank you very much for your time of consideration.

I am pleased to hearing your feedback at soonest.

Your faithfully,

Truong Huong Giang (Ms.)

Contact: (84) 946 617 588

Email: songhuong.truong@gmail.com



TRUONG HUONG GIANG

Merchandising Supervisor

1/11 Luong Dac Bang St., Tan Phu Ward, Ho Chi Minh City, Viet Nam

(84) 946 617 588 / songhuong.truong@gmail.com

PERSONAL PROFILE

Gender : Female
Birthday : 27/06/1992
Marital status : Married
Nationality : Vietnamese
Country : Vietnam
Address : 1/11 Luong Dac Bang Street, Tan Phu Ward, Ho Chi Minh City, Vietnam

CAREER INFORMATION

Level : Team Leader / Supervisor / Manager
Salary : Negotiable
Job type : Full time
Industry : Merchandising and Supply Chain Management
Location : Ho Chi Minh

OBJECTIVES

Be professional manager in Merchandising and SCM field.

Promoting in career

Increasing income

EXPERIENCE

Year(s) of Experiment: 12 experience years

Current Level: Supervisor

05/2023 – 04/2025 : Merchandising Supervisor – Daiso Aeon Store / Aeon Co., Ltd - Full time

Main Duty:

- Seeking sources of commodities suitable to the business model.
- Promoting sale to ensure revenue and profit
- Controlling system inventory
- Designing suitable and attractive display layouts. Collaborating with departments to build the store's image
- Developed and executed sales plans, closely monitored operations to ensure alignment with targets and that provide exciting experiences for customers.
- Conduct market researching and competitor analyzing to continuously innovate. Seeking and implementing sales opportunities through events.

- Conducted daily, weekly, and monthly analyses on sales, inventory, and market trends to promptly address fluctuations.
- Effectively controlled and optimized operational costs to improve efficiency and profitability.

10/2013 – 03/2023 : Purchasing Executive and Head Of Customer service Department/ MWG – Mobile World Group - Full time

Main duty:

Purchasing Executive (2/2020 – 3/2023):

- Sourcing product in good quality and suitable price
- Negotiating with suppliers to make the efficiency sale programs.
- Increasing sale quantities and revenue.
- Creating and controlling the price to ensure profit.
- Supporting stores in sale activities.

Head Of Customer service Department (10/2013 – 1/2020):

- Receiving and giving answer for customer issues on company's toll-free
- Handling the customers complaints about product, sales policy, service
- Ensure customer satisfaction and calling ratio.
- Controlling and proposal suitability change to bring interesting experience to customer.
- Hiring and training new staff.

EDUCATION

Highest Degree Level: College

Completion date 2013

Vinatex College – Administration major

SKILL

★★★★★ Communication skill

★★★★★ Computer

★★★★★ Negotiation skill

★★★★★ Trouble solving skill

★★★★★ Learning skill

★★★★★ Representation

LANGUAGES

★★★ English - Intermediate

REFERENCES

Ms. Duong Thi My Huong

Deputy Management of Aeon Vietnam Special Strategic Store Department – Aeon Viet Nam

Tel: (84) 942 245 055