



# Nguyen Thi Phuong Uyen

Merchandiser

## PROFILE

04/09/2002

0373675836

ntpuyen0409@gmail.com

159 Pham Van Hai, Ward 5, Tan Binh District, Ho Chi Minh City

## OBJECTIVE

I look forward to becoming a professional employee, contributing to the development and long-term with the company.

## SKILL

ERP system: Create the PO Factory when receiving the order from customers. Import and Export files for all the orders to make the reports. Import the shipping method follow up on customer requests. Confirm the XFD in the system after work with the related team.

SNC and Infor Nexus system: Confirmed the XFD on time/delay with reason code for the orders; Download the POs to received the orders from customers; Follow up on the requested order from customers.

## CERTIFICATIONS

Microsoft Office Specialist Master (Word, Excel, PowerPoint)  
2022

Administration Skills  
2022

Self-management Skills  
2021

## EDUCATION

2020 - 2023

Nguyen Tat Thanh University

Accounting

Degree Classification: Very Good, GPA: 3.47

Received a very good academic scholarship in 2022 & 2023

Receive a scholarship for ICAEW's Management Information course (Managerial Accounting) in 2023.

Defending Graduation Thesis on Customer Receivables Accounting.

## WORK EXPERIENCE

2013 - Now

Sales

Fruits Stall

2013 - 2017 years: Inventory the quantity of goods purchased and sold.

2018 - 2025 years: Payment to customers and suppliers, Sales, Resolve customer receivables.

1/2024 - 2/2025

Merchandiser

YMUV CO., LTD

- Work directly with customers in the US for the promo orders - Under Armour such as: Events; Famous people wearing the shoes on birthdays or any celebration; Athletes; NCAA; Global Football..... Follow up closely on communication to receive the order about information on products and customers requested the shoes.
- Proceed with the order to internal team such as BOM team, Production team and Purchasing team to purchase the material and to confirm the XFD of the shoes Under Armour to deliver timely support as the customer requested. And then will confirm back the XFD with customers in US.
- Work with customers in the US for the sales forecast report about the shoes, which the customers will release orders in the future. Inform the customer for the shoes in the sales forecast report, which currently the company can meet the standards customer requested.
- Summarize all the information on the style-color of the shoes based on the Development team, which can meet the standards customer requested for mass production. Support for manager to evaluate the other team's performance the order received can on time or delayed customers requested ship date monthly. And some reports accordingly to Sir/Madam request abouts orders status weekly.
- Transfer and work with related team when receiving customer requests to cancel; Improve the ship date; change orders details (Labels; Destination; Packing way; Quantity; Style-color; etc....). Inform the customer if there are any extra costs for the changed orders. Combine extra cost of multiple cases and request the customer's payment via EO.