

NGUYEN HOANG MINH THO

Food Service Category Staff



✉ minhthohoang.work@gmail.com ☎ 0975264940 📍 District 10, HCMC

SUMMARY

Graduated in International Business with nearly one year of experience in operations and related fields. Experienced in drafting contracts and working with suppliers on relevant operational procedures, including delivery and receipt of goods, product returns/exchanges, and collecting required documents from suppliers

SKILLS

Microsoft Office; Basic English; Good Communication; Analysis and Problem-Solving; Learning Spirit and Work Responsibility; Work Independently and Proactively; Work Under High Pressures; Teamwork Spirit; Time Management and Organization

EDUCATION

Ho Chi Minh City University of Foreign Languages and Information Technology – HUFLIT 2020 - 2024	<ul style="list-style-type: none">● <i>International Business</i> With Outstanding advantages:<ul style="list-style-type: none">• Secretary ranked Good for 4 years• Student Policy Scholarship (2020-2021, 2022-2023); KEB HANA Scholarship (2022); Thanh Son Scholarship (2024)
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WORK EXPERIENCE

HOAN MY ARCHITECTURE CONSTRUCTION JOINT STOCK COMPANY 04/2025 - 07/2025	<ul style="list-style-type: none">● <i>Purchasing Staff</i> Received the volume of labor and materials from the Project Management Department Planned the purchases and found suitable sources and project work items Reviewed the capacity profile or business registration certificate of Supplier/Contractor Synthesized quotes, compared prices, negotiated on project work items, payment terms,... Coordinated to supervise and confirmed acceptance for the Supplier/Subcontractor Built relationships with the Supplier/Subcontractor and proposed suitable for the project Monitored debt reconciliation and collected costs for each project. Coordinated with related departments to complete the payment to the Supplier/Subcontractor Monitored the progress of orders and handled situations when there were problems with the goods or the contractor violated the schedule Coordinated and managed the facilities & office costs (purchases, stationery, electricity, water, etc.) of the company Made monthly reports on work progress, projects, and purchased costs
GS25 VIET NAM 07/2024 - 12/2024	<ul style="list-style-type: none">● <i>Procurement Intern</i> Received orders and planned to purchase materials and furniture as required Sourced suppliers, reviewed capabilities profile or business registration certificate, quoted and compared prices Analyzed and negotiated, proposed suitable suppliers with the project budget, placed orders Supervised, coordinated with departments on procurement processes and contract terms to ensure smooth operations (including quality, production, quantity, delivery time,...) Updated and summarized supplier information on prices, documents, incurred costs,... Monitored payment progress, contract deadlines and built relationships with suppliers Received/sent correspondence, product samples from suppliers
CENTRAL RETAIL 08/2023 - 1/2024	<ul style="list-style-type: none">● <i>Operation Intern - mini go!</i> Made payment records for suppliers, utilities, business trip expenses, advance,...

CT LOGISTICS

05/2023 - 07/2023

Managed, updated, stored records and contracts (hard and soft copies)
Supported supermarket branches in preparing documents, drafting documents and submitting them for signing and stamping
Checked inventory and ordered stationery for office and supermarket branches
Went on a business trip to support sales staff for a new supermarket branch and provided training on payment records procedures for staff.
Coordinated with Accounting department to adjust, supplement payment records
Monitored debt, contract duration and contacted suppliers to collect information, invoices and updated relevant procedures
Supported printing promotional cards for supermarket branches

● Documentation Intern

Learning knowledge of export documentation processes and customer requirements
Prepared Booking Note, HBL, MBL, and invoices under direct guidance

CERTIFICATE

06/2023

Microsoft Office Specialist (MOS)

04/2025

APTIS General (B2)