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Hồng Nhạn

★ SKILL

Proficiency Microsoft Office:

- Proficient in using Word, Excel, Power Point tools.

Language:

- Read, write, listen and communicate in basic English

Soft skills:

- Analytic skill
- Negotiation
- Data/ Math skill
- Critical thinking, problem-solving skill
- Communication and service orientation
- Team work
- Work under high pressure
- Time Management

👤 REFERENCES

Lê Hoài Trang- Buyer-Pharmacy-
Trainer 2021-2022- Phone:
0335.318.807

NGUYỄN THỊ HỒNG NHẠN

MERCHANDISER/BUYER

I am a quick learner and easy adapt in a new environment. I am self-motivated, and diligent person, constantly learning improving both personal and technical skills. With a "can do attitude" mind, I have supported the managers to complete the team's projects as well as to reach company's targets. I love being a member of a passionate working team with full of challenges.

🎓 EDUCATION

TON DUC THANG UNIVERSITY

BUSINESS ADMINISTRATION

08/2018 - 08/2022

- Cumulative GPA: 7.8/10
- Have background knowledge in Business, Sales, Marketing, Finance and Accounting, Customer Relationship Management, etc.

👛 EXPERIENCE

JACCS INTERNATIONAL VIETNAM FINANCE CO.,LTD

Financial advisor

10/2024 - Now

- Provide consultation and convince to customers regarding the company's auto loan products (for both new and used cars).
- Conduct preliminary assessment of loan applications and evaluate customers' financial capabilities.
- Coordinate with car dealerships and showrooms to introduce loan products.
- Assist customers throughout the loan application process and disbursement.
- Maintain and develop long-term relationships with customers.

Achievements:

Achieved 100% of KPIs in December 2024 and Q1 2025.
Received the "Best Performer of January 2025" award for outstanding individual performance.

LOTTE VIETNAM CO.,LTD

Commission supervisor

03/2022 - 12/2024

Responsibility 1: Vendor management

- Work and manage >400 vendors (Uniliver, P&G, DKSH, Kao, Lix...)
- Participate in building vendor management process: in- out vendor (create, monitor, manage, liquidation)

Đặng Nguyệt Thanh- Team Leader-
Lotte- Line manager 2022-2024-
Phone: 0915.838.212

Lê Đức Khánh- Regional Director-
Jaccs- Line manager 2024 to now:
0973.284.847

- Participate intrading project/initiative proposal term standard and guideline, commercial contract template ensure clarity and accuracy of trading term
- Do commission analysis report to explain the movement of commission monthly/quarterly/yearly
- Focus and manage Top of Vendor performance in term of purchase and commission

Responsibility 2: Commission Management by Category

- Check all commission terms in period (monthly, quarterly, yearly) which are signed on trading term agreement or appendix ensure absolute accuracy
- Do collation purchase amount with supplier (vendor) to ensure the accuracy of receivable/payment accounting
- Consolidate and record other commissions which are not presented on trading term (distribution cost, using utilities fee) or transfer payment to summarize as the total commission by category
- Do commission allocation by store in period and commission estimation weekly/monthly

Responsibility 3: Document management (contract, contract appendix, trading term agreement)

- Follow up the expired date on contract and trading term agreement to alert to commercial team for renewal
- Send documents to other BU as request for auditing

Achievements:

100% Control ensures proper collection of commission, reach company target

Forecast future commission and then come up with a plan to achieve KPIs

Proposed the contract form to accommodate tax changes, adding delivery penalty clauses and MOQ leadtime conditions.

PHARMACITY PHARMACY JOINT STOCK COMPANY

Trading Vitamin and Food Supplement 11/2021 - 03/2022

- Manage claim back: calculate , check and send supplier, sign agreement and send to accountant to collect money
- Manage all documents (appendix, trading term agreement and other documents which are involved vendor management)
- Manage product information on website and cross check with vendor and pharmacist to ensure correctly information delivered to customer.
- Manage product and vendor in system: product information: purchase price, tax, line discount, multiple, up Non POG or take out Min Max, create new vendor, new product

- Manage return: work with vendor about return: Calculate price return, make PO return, minutes of return, debts agreement
- Manage invoice: Check purchase price in PO and in supplier's invoice-> work and fix with buyer when have different price.
- Supported product sourcing efforts: researched and gathered vendor information for potential product opportunities.
- Conduct a survey to understand customers' needs, desires, and suggestions, and present the findings to the buyer to help improve the product.
- Other tasks from buyer

Achievements:

**Quickly and accurately complete all assigned work from Buyer
Contact and become familiar with buyer's tasks**