



HO THI THUY TRUC

An analytical candidate with three years of experience in supplier coordination, order planning, and sales operations. Good communication and problem-solving skills, with a proven ability to support brands in achieving commercial goals. My strong ability to self-learn and adapt allows me to integrate quickly into new environments and take on responsibilities confidently. I am committed to continuous learning and eager to contribute to business success.

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Work Experience



Purchasing Executive • Con Cung Joint Stock Company

April 2022 - March 2025

- Collaborate with suppliers to manage purchase orders, monitor the inventory flow of nearly 300 SKUs, and ensure timely product availability for over 700 stores
- Effectively plan and manage weekly purchase orders to maintain optimal stock levels across stores and achieve supplier-aligned targets
- Handle documentation and issue resolution with suppliers, including defective items, product recalls, and invoice discrepancies
- Work closely with internal teams to ensure smooth supply during promotional campaigns and sales fluctuations
- Monitor inventory levels to identify slow-moving or overstocked items, ensuring timely actions are taken to maintain healthy stock performance
- Create weekly reports and analyze supply capacity, out-of-stock (OOS) situations, and product sales performance



Application and Admission Specialist • ACA International Immigration Consulting Company

February 2021 - August 2021

- Advise students and parents on study abroad programs, school selection, and application timelines
- Prepare application documents and handle arising issues throughout the submission process
- Supported students throughout enrollment, including offer acceptance, tuition, and visa preparation.

Education

Foreign Trade University

August 2018 - April 2022

- Bachelor of International Business Management - Graduate with distinction

Certificates and Courses

- Achieve Applied Management Competency Certificate by Resource Exchange, International, Inc. (REI)
- Complete Supply Chain Management: A Learning Perspective course
- Complete Brand Management: Aligning Business, Brand and Behaviour Course

Skills

- Problem solving, analytical, and logical thinking
- Quick learning and adaptability
- Experience with inventory/order management systems
- Ability to prioritize tasks and work under pressure
- Proficient in Excel, Word
- Basic knowledge of Power BI
- Good command of English