



PHAN NGỌC DUNG

FOOD SERVICE CATEGORY STAFF

CONTACT

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EDUCATION

- 2018 - 2022**
BANKING UNIVERSITY
 - Bachelor of Business Administration
 - GPA: 3.0/4.0

SKILLS

- MS Office: Excel, Word, PowerPoint
- Basic research and sourcing
- Inventory management
- Communication

LANGUAGES

- English

CERTIFICATION

- IELTS 6.5
- MOS 2016 (Excel, Word, Powerpoint)

PROFILE

Detail-oriented professional with experience in the retail food industry, focusing on ingredient and product research, inventory management, and supplier communication. Skilled in monitoring product quality, preparing procurement documents, and generating inventory reports using Excel and SAPO. Adept at coordinating with multiple departments to ensure adequate supply levels and smooth daily operations.

WORK EXPERIENCE

- **KAYASPREAD INTERNATIONAL VIETNAM** 2022 - 2025
R&D and Operation Executive
 - Performed ingredient and product research, gathering market data to support purchasing and development decisions.
 - Managed supplier communications on pricing, delivery arrangements, and MOQ compliance.
 - Monitored incoming materials to ensure product quality; reported and resolved discrepancies in delivery or standards.
 - Managed ingredient inventory: performed regular stock checks, recorded in/out flows, and coordinated with kitchen and operations to ensure adequate supply.
 - Utilized Excel and SAPO software for inventory tracking and to prepare monthly stock usage reports.
- **NHÀ BÈ COMPANY** 2021
Merchandise Intern
 - Helping co-worker in duties.
 - Checking qualification and fixing tags, boxes for clothes in warehouse.
- **GAXEO RESTAURANT** 2018
Part-time staff
 - Serve food and drinks, take orders, assist customers.