

DOAN CONG THANH

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SUMMARY

Detail-oriented International Business student with hands-on experience in **procurement, supplier coordination, and cross-functional operations**. Advanced **Excel and SAP** user delivering accurate data, clear reports, and process improvements.

EDUCATION

University of Economics Ho Chi Minh City

Ho Chi Minh City

Bachelor of International Business - High Distinction

August 2021 - March 2025

- **GPA:** 3.73/4.0
- **Relevant Coursework:** E-commerce Strategies, Data Analytics for Business
- **Additional Certifications:** [Google Data Analytics](#) (Coursera, 2023), [Google Project Management](#) (Coursera, 2023)

WORKING EXPERIENCE

ACHISON Joint Stock Company

Ho Chi Minh City

Purchasing Intern

July 2024 – October 2024

- **Administration & Category Support:** Prepared and verified procurement documents (POs, supplier data, invoice packs) and kept compliance-ready records.
- **Sales Coordination:** Coordinated delivery/return schedules for 100+ units/month; cleared idle/near-due items within target timelines.
- **Stock Coordination:** Worked with warehouse/logistics/DC to resolve mismatches, expedite receiving, and reduce overstock risks.
- **Reporting & Systems:** Maintained daily PO transactions in SAP (~18 POs/day) with 98% accurate cost entries for timely charge capture

PORTFOLIO MANAGEMENT PROJECT

[Project ARORA - Vietnam Alumni Mentoring \(VAM\)](#)

Ho Chi Minh City

Business Case Mentee

November 2023 – April 2024

- **Conducted market and competitor pricing analysis** for e-commerce enablers to synthesize insights for go-to-market strategy.
- **Proposed B2B partnership and loyalty models** to support vendor collaboration and sales effectiveness.

[Young Research Economist Club \(YoRE\)](#)

Ho Chi Minh City

Member of Specialist Department

November 2021 – April 2023

- **Managed** participant databases (1,000+ entries) and streamlined communication processes, demonstrating skills in data management and attention to detail, relevant to catalog management and compliance monitoring.
- **Developed** streamlined communication templates and follow-up procedures, boosting stakeholder responsiveness by 25% and reducing scheduling conflicts.

KEY SKILLS

Category/Administration: Supplier onboarding packs, contract/data consolidation, compliance-ready documentation

Reporting & Tools: Excel (PivotTables, VLOOKUP), Power BI (basic), SAP (procurement/data validation), KPI/issue logs

IT Tools Management: Data maintenance, consistency checks, remedial measures for data accuracy

Professional: Attention to detail, quick learner, high ownership, proactive communicator, language fluency (English, Chinese)