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| **EDUCATION AND PROFRESSIONAL DEVELOPMENT**  **Foreign of Relation College**  From 1998 to 2000  BA – Import Export Administration.  **Ha Noi Trading University**  From 2005 to 2007  BA – Business Administration.  **Education and Training University**  From 1995 – 1997  Advance English.  **HR Dept. of Head Office – Metro Cash & Carry**  January, 2004  Can I help - How to serve customer well.  **Ace Management Service LTD**  May, 2005  Whole selling skills - How to improve professional Wholesale trading.  Tan Duc School  Jun. 22-24, 2006  Supervisory skills - Skills of leader as a Supervisor.  **Neilsen**  Sep. 26 -27, 2013  Category Management - How to manage and improve Category  **Leads Training**  Oct.17 – 18, 2013  Management’s Leadership - Develop Management in Department.  **The Mentally Fit Institute**  3 days in November, 2018.  Leader coach – How to coach the leader PERSONAL \* An understanding of what motivate customers to buy individual products  \* Creative & attention to detail  \* Abilities to priorities and multitask  \* Prevent and remove obstacles that interfere with achieving business target.  \* Customer focus.  \* Team working & leadership skills.  \* Can go on business REFERRENCE 1.Mr. Hà Thái Vũ (Boss) – 0909 256 832  Deputy General Director – P.M Quỳnh Lâm One Member Ltd., Co.  2. Trần Thị Thu Hiền (Old Colleague) – 0903 8182455 – Operation Purchasing Deputy Director – Novaland Group |  | RESUMELÝ NGỌC BÍCH  * Add: 204/5 Cao Xuân Duc, Ward 12, District 8, Ho Chi Minh City * D.O.B: 21/01/1978. Tel: 0903 854 770. * Email: lyngocbich770@gmail.com  PROFESSIONAL EXPERIENCE  1. **SAI GON UNION OF TRADING COOPERATIVE**   **Title: FRESH FOOD LEADER**  **Report to: HEAD OF FRESH FOOD**  - Advance analytical and allocate to Categories. Set out strategies to meet Department’s target/KPI yearly/quarterly: Sale, margin, buying income, purchase amount, out of stock, stock control.  - Establish and implement purchasing policies, Category Structure, procedure system and best practices  - Make purchasing plan by year/ quarterly with Sales Department  - Weekly deal with suppliers about price, product to get good cost/price and good margin/profit.  - Peak purchasing planning: festival days, Tết…to make sure stocks are always available for sales  - Monitor market changes, competitor price and products.  - Research market trend and apply to sales. Source new items.  - Site visits to evaluate supplier’s facilities and operation capability yearly  - Trading term negotiation.  - Business agreement.  - More than 150 supplier contacts in hand  - Do leaflet and weekly promotion plan for sales  - Weekly, monthly meeting with Boar of Management  - Fully support and work closely with relevant departments: Accounting/Finance, Store, Marketing, Quality Control, IT, Legal…to make sure the business is always smooth.   1. **P.M QUỲNH LÂM ONE MEMBER CO., LTD**   **(from October, 2020 to August, 2022)**  **Title: PURCHASING MANAGER (FRESH FOOD & FMCG)**  **Report to Deputy General Director**  - Advance analytical and allocate to Categories. Set out strategies to get Department’s target/KPI yearly/quarterly: Sale, margin, buying income, purchase amount, out of stock, stock control.  - Establish and implement purchasing policies, Category Structure, procedure system and best practices  - Make purchasing plan by year/ quarterly with Sales Department  - Make the trading term template  - Trading term negotiation  - More than 300 supplier contacts in hand  - Monitor market changes, competitor price and products.  - Make plan-no gram/layout in stores.  - Weekly, monthly meeting with Boar of Management  - Fully support and work closely with relevant departments: Accounting/Finance, Store, Marketing, Quality Control IT, Legal…     1. **ASIA INVESTMENT AND SUPERMARKET TRADING CO., LTD (DAIRY FARM GROUP – GIANT SUPERMARKET AND AUCHANT RETAIL VIET NAM)**   **Title: SENIOR CATEGORY MANAGER - FMCG**  **Report to Purchasing Director**  **From June, 2008 to October, 2019**  - Advance analytical and allocate to Categories. Set out strategies to get Department’s target/KPI: Sale, margin, buying income, purchase amount, out of stock, stock control.  - Establish and implement purchasing policies, procedure and best practices  - Trading term negotiation  - Negotiate and manage rental/branding agreement with suppliers  - Do yearly/ quarterly planning with Marketing and E – Commerce Department about promotions, events and branding rental of suppliers  - More than 400 supplier contacts in hand.  - Advance planning and implementing logistical strategy with Operation, Supply Chain/Logistic to ensure stocks are always available to support selling and marketing/ promotional campaigns in stores.  - Monitor market changes, competitor price and products.  - Participate and approve to make plan-no gram/layout in store - Fully support and work closely with relevant departments: Accounting/Finance, Store, Marketing, IT, Legal…  - Manage the organization with leadership, training and motivate purchasing staffs to create the best connection department development  - Weekly, monthly meeting with Boar of Management  - Fully support and work closely with relevant departments: Accounting/Finance, Store, Marketing, Quality Control, IT, Legal…to make sure the business is always smooth.   1. **REPRESENTATIVE OF MGB – METRO GROUP BUYING HONG KONG** **LIMITED**   **Title: MERCHANDISING CLERK**  **Report to Merchandising Manager**  **From December, 2006 to May, 2008**  - Place orders for business partners: Export  \* Customer orders for buyers in Europe.  \* Purchase orders for suppliers in Viet Nam.  - Follow up suppliers: production, sampling, shipment…   1. **METRO CASH & CARRY VIET NAM**   **Title: DEPARTMENT SUPERVISOR**  **Report to Floor Manager**  **From September, 2001 to November, 2006**  - Make a sales plan and follow it properly  - Place order – over 80 suppliers.  - Control shrinkage of goods.  - Propose the promotions to develop sales.  - Display to ensure stock is always full.  - Do inventory by quarterly/ yearly. |