Vu Cao Cuong



Hanoi, Vietnam | 0988 177 032 | [VuCaoCuong1983@gmail.com](mailto:vucaocuong1983@gmail.com) Date of birth: 6th May 1983

Nationality: Vietnam

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| **Skills SOFTWARE** | **LANGUAGES** |  |
| · Microsoft office | · English (IELTS 5.5) |  |
| · PowerPoint (Excellent) |  |  |
| · Email | · Vietnamese (Native) |  |
| **Career Summary** |  |  |

# OPERATION FB MANAGER | ADEN SERVICES COMPANY, HANOI | 11/2010-07/2014

Operations

* Controlling and changing the organization at every coffee shop to ensure the performance for the company.
* Observe and secure hygiene standards at all coffee shops continiously.
* Directly responsible for improving/amending of safety and cleanliness in a timely manner.
* Submit weekly schedule and conduct regular coffee shop inspections as approved by OD/BM.
* Tightly control each coffee shop operating expenses: Food, Labor and other expenses.
* Closely monitor suppliers’ performance to make sure procedures and regulations are abided. Administration
* Complete all daily paperwork accurately and update it on-time.
* Submit all end of month reports as requested.
* Verify and sign all Purchase Order for the shopchains.
* Verify and sign the timesheets of the employees. Human Resources

. Assess the performance of unit managers and staff monthly.

. Strategize and execute plans to optimize employee’s performance.

. Control the timesheet and the duty list at every store.

. Suggesting promotion and bonus plans for the staff.

. Assist and conduct continuous training programs for the on-store staff

**PURCHASING MANAGER | MEGA MARKET| 8/2014-09/2018**

* Purchase Fresh Food (**Veget, egg, milk, meat, fruits, seafood, frozen food, agriculture products, dairy food........)**
* Monitor ongoing compliance with purchasing policies and procedures
* Direct procurement policies to ensure all items are purchased and delivered within budget and time constraints
* Identify and source new suppliers and vendors
* Manage vendor and supplier selection process based on price, quality, support, capacity and reliability
* Develop and maintain strategic relationships with key suppliers and vendors
* Establish and update an approved vendor/supplier database
* Develop, negotiate and administer purchasing agreements and contracts with suppliers in support of organizational requirements
* Evaluate contracts to ensure compliance with legal requirements and organizational policies
* Monitor supplier and vendor compliance with contractual agreements
* Measure and manage the vendor and supplier cost, quality and delivery performance
* Oversee supplier compliance with internal quality standards and external regulations
* Troubleshoot cost, quality and delivery concerns
* Manage risk relating to quality, cost, delivery and supply of purchases
* Introduce performance improvement measures for suppliers and vendors
* Work with relevant departments to manage inventory requirements
* Facilitate timely placement of purchase orders
* Review purchase orders for proper authorization and compliance with organizational policy and procedures
* Develop and manage purchasing budgets and forecasts
* Monitor and reduce purchase variances to meet profit objectives
* Produce regular reports on purchase commitments, costs and delivery performance
* Oversee the operations and daily activities of the purchasing department

# PURCHASING MANAGER | BIG C| 9/2018-7/2021

* Obtains best possible product quality at competitive pricing at all times.
* **In Charge in purchase None -Food Line (Consumables, comestic chemicals, appliances, untisil for Kitchen, glass......)**
* Ensures that established policies and procedures are understood and adhered to by purchaser
* Strives to meet or exceed inventory turn goals and service levels
* Interfaces with other department heads and division personnel to accomplish job functions. Develop and maintain good working relationships with suppliers, store operations, distribution center and division office personnel.
* Reviews acquisition costs to ensure items purchased are at the lowest cost consistent with considerations of quality, reliability of source, and urgency of need.
* Assesses current inventory, growing conditions, seasonality, promotional activity and logistics situation to determine order quantities.
* Completes Purchase Orders and input using mainframe.
* Conducts post-promotional reviews and analysis to determine if promotional requirements were met and if there were problem areas, develops solutions.
* Conducts logistics planning processes while ordering products to attain the best net product price possible.
* Reviews and resolves pre-books received from stores or division personnel prior to purchasing.
* Reviews and analyzes daily and weekly reports to check service levels and inventory turns, makes adjustments as needed.
* Visits vendors, as needed, to monitor programs, obtain store feedback and to assess overall implementation effectiveness as needed.
* Approves Accounts Payable variance processes for distribution sourced items to ensure correct prices have been invoiced.
* Maintains necessary files and records.
* Coordinates with Warehouse Operations to maintain the proper product flow through the facility, in a timely manner.

# PURCHASING MANAGER | FLC QUY NHON RESORT | 9/2021-11/2024

* Develop and implement strategies for purchasing area aligned with the company’s food and beverage objectives.
* Create an environment for employees aligned with the company culture through constant communication and reinforcement.
* Develop and implement strategies for attracting and retaining employees.
* **Purchase Food and None food, untensil, equipments, consumables, laundry items.......................**
* Communicate and reinforce the service vision for the hotel to supervisors and employees.
* Create an environment at the hotel designed to stimulate all senses through personal services, amenities and experiences provided by employees.
* Ensure that the hotel delivers the company experience by reviewing hotel operations from the customer’s perspective
* as well as from a business perspective.
* Keep current on pulse of the guests, constantly seeking opportunities to follow up on their experience.
* Provide employees with the tools and environment they need to deliver the company experience.
* Develop and implement strategies and practices that support employee engagement.
* Support the luxury dining experience by maintaining supplies for food and beverage service.
* Maintain par levels of stock; complete requisition for additional supplies as appropriate.
* Maintain and research pricing for all purchased goods.
* Maintain all records needed for accounting.
* Maintain all specifications and update them in conjunction with the chef on a constant basis.
* Insure that all goods required to run the F&B department are available when necessary.
* Schedule employees based upon forecasted volumes.
* Manage the operation of the purchasing department; train employees on proper goods receiving and storage methods.
* Check the proper operation of the dish machine/cleaning equipment daily.
* Keep purchasing and storage areas clean and organized as per the chef’s standards.

# SUPPLY CHAIN MANAGER| LOVE MAXX | 4/2025- NOW

* **Purchase products: Snack, packaging, Milk, Cake, bottled drinks, homecare, health care, cosmetic chemicals.....)**
* Develop and implement strategies for purchasing area aligned with the company’s food and None food objectives.
* Create an environment for employees aligned with the company culture through constant communication and reinforcement.
* Develop and implement strategies for attracting and retaining employees.
* Deliver the company experience for guests and employees.
* Communicate and reinforce the service vision for the purchasing activities to supervisors and employees.
* Create an environment at the supermarket designed to stimulate all senses through personal services, amenities and experiences provided by employees.
* Ensure that the delivers the company experience by reviewing operations from the customer’s perspective
* as well as from a business perspective.
* Keep current on pulse of the guests, constantly seeking opportunities to follow up on their experience.
* Provide employees with the tools and environment they need to deliver the company experience.
* Develop and implement strategies and practices that support employee engagement.
* Maintain par levels of stock; complete requisition for additional supplies as appropriate.
* Maintain and research pricing for all purchased goods.
* Maintain all records needed for accounting.
* Maintain all specifications and update them in conjunction with the chef on a constant basis.
* Insure that all goods required to run the all departments are available when necessary.
* Schedule employees based upon forecasted volumes.
* Manage the operation of the purchasing department; train employees on proper goods receiving and storage methods.
* Keep purchasing and storage areas clean and organized as per the standards.

# BACHELOR OF TOURISM | HAI PHONG UNIVERSITY, VIETNAM OTHER COURSES

* “Customer complaint handling” | ADEN SERVICES Company, Hanoi

# Hobbies & Interests

* Travel
* Reading books
* Playing soccer