



TOAN NGUYEN VIET

ABOUT ME:

- Logistics and Supply Chain professional with 4+ years of experience in international and local purchasing, early-stage shipping, and 3PL management.
- Skilled in managing deliveries, working with vendors and suppliers, expanding warehouse networks, and improving logistics for smooth operations.
- Experienced in leading logistics projects and supporting cross-functional teams to meet operational goals

SKILLS & TOOLS:

- English: Working proficiency
- SQL: Basic
- Microsoft Excel, Spreadsheet: Advanced
- Goal-Oriented, Customer-Oriented Mindset, Problem Solving.
- Negotiation, Communication.
- ClickUp Project Management.

EDUCATION & CERTIFICATIONS:

- BA of Logistics & Supply Chain Management** at VAN LANG UNIVERSITY (2016 – 2020).
- Procurement Management** at VILAS - Vietnam Logistics and Aviation School (11.2023).

REFERENCES:

1. Ms. Siri Tran:

- Cluster Lead at Shopee Vietnam (present)
- Data & Growth Director cum Operations Director at EQUO Co.,
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2. Mr. Tuấn Trần:

- Logistics Leader at YES4ALL.
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ACHIEVEMENTS:

EQUO:

- Enhanced production efficiency and reduced costs by **7% to 10%** of product sourcing prices through strategic production prioritization and optimization.
- Achieved a **20%** reduction in trucking and warehousing costs by improving workflow efficiency.
- Successfully onboarded a new transportation vendor, provided better logistics costs and lead times, reducing logistics costs/revenue ratio from **3% to 2.4%**.
- Developed standard operating procedures: Established SOPs for setup, automation, and integration of SKUs from online selling platform to 3PLs' system.

YES4ALL:

- 3PL Operations: Managed and maintained daily warehouse activities, achieving **96-98%** on-time deliveries. Implemented proactive backlog management efforts to improve workflow efficiency and maintain smooth operations.

CAREER EXPERIENCE:

YES4ALL TRADING SERVICES CO., LTD.

Senior Logistics Expansion Specialist (03.2024 - present)

Project Management - Setup new 3PL (Warehouse):

- Led the initiation and planning phases of the project, defining project scope, setting clear objectives, establishing key milestones and timelines, and ensuring alignment with key stakeholders for resource allocation and project success.
- Managed the preparation and integration of new 3PL partners, overseeing Procurement, Legal, Finance, Operations, and IT team requirements to facilitate smooth collaboration.
- Secured project approvals and ensured alignment with budgetary constraints to guarantee feasibility and long-term success.
- Monitored project timeline to ensure on-time process, maintaining clear communication with cross-functional stakeholders to drive timely task completion.

3PL Performance Management (Warehouse Operations):

- Managed and monitored the performance of 3PL providers across multiple selling channels (Amazon, Wayfair, Walmart), focusing on inventory management, order accuracy, on-time shipping, and warehouse efficiency.
- Identified operational bottlenecks and partnered with 3PL providers to implement process improvements and enhance order fulfillment.
- Built and maintained strong relationships with 3PL partners, ensuring effective communication and timely resolution of issues to improve service levels continuously.
- Inventory Accuracy: Conducted regular inventory audits across multiple warehouses, identifying discrepancies and implementing corrective actions to enhance accuracy.

EQUO Co.

Logistics:

- Advised competitive and cost-effective shipping options for various shipment types
- Ensured on-time delivery: monitored streamlined logistics model including order delivery, shipping costs, handling process, and pick-and-pack operations from local and overseas suppliers to B2B and B2C customers, focusing on projects cost-saving and scalability.
- Optimized container/pallet loading plan and case configuration to maximize efficiency and cost-effectiveness for international markets.
- Monitored a streamlined logistics model, including order delivery, shipping costs, handling process, and pick and pack cost for cost-saving projects and scalability.
- Handled logistics from 3PLs to Amazon warehouses (US, Canada, Australia) and direct from Vietnam, from 3PLs to B2B clients in EU, Asia, Oceania.

Purchasing:

- Maintained sustainable relationships with strategic vendors: Collaborated closely with manufacturers to meet capacity, production schedule, and service quality; managed and settled on-time monthly invoices and documents; maintained adherence to accounting procedures.
- Secured purchasing volume and procurement process: negotiated competitive and favorable contract terms on purchase price; raised and sought approval for Purchase Request (PR) and Purchase Order (PO) to support strong P&L management.
- Identified, evaluated, and selected qualified suppliers to establish contingency plans and alternative solutions for all products, packaging materials, and logistics services.
- Ensured compliance with international regulations by maintaining accurate packaging and labeling requirements information.

Production and Warehouse Management:

- Managed safety stock: oversaw the availability of safety stock across multiple warehouses; minimized aging stock discards by collaborating with internal teams to control ordered quantity and inventory levels
- Prepared co-packing and production plans to ensure on-time OEM and customized orders.
- Monitored inbound and outbound compliance with operating standards to maintain operations quality and capability.
- Implemented and managed SKU lists across multiple sales channels to ensure information integration and synchronization.