

NGUYEN THUY QUYNH

SENIOR SOURCING & PURCHASING SPECIALIST



Gender
Female

Date of birth:
20-08-1994

Email:

Phone:

SKILLS

Public Speaking: English

Office Skill: Excel, Word, Power Point

Logical thinking: Good

Creative : Good

INTEREST

Music, Travel & Reading book.

EDUCATION

Viet Nam University of Commercial (Transnational education),

Major: Banking, Finance & Insurance from 2012 – 2015

Bachelor's degree: Good

WORK EXPERIENCE

GOLDEN GATE GROUP JOINT STOCK COMPANY- NORTHERN BRANCH (Vietnam company), Senior Sourcing Specialist

From July 2022 to Mar/2025

Main responsibilities:

- Carry out market research, competitor analysis, requestor survey to understand requestor's demand, requirements about electrical products, IT products, garment's product, fuel, regular service & fast moving consumer goods, ...
- Sourcing, comparing & negotiate with supplier about procurement delivery, and price, quality management to sign contract, PO.
- Tracking orders and ensure timely delivery, review quality of purchased products, load purchase order to vendors.
- Maintain, update product management database to ensure smooth daily operate
- Manage and improve efficiency of supply chain, especially stock manage
- Review and improve productivity of daily operation
- Support management
- Other tasks as required

KAROFI R&D COMPANY LIMITED (Vietnam company), Leader Sourcing Team.

May 2021 – July 2022

Main responsibilities:

*** Developing new products, component, technology:**

-> The goal at this stage is Differentiation.

- Work with requesters & production team to figure out the technical specifications, machinery, equipment, and spare parts as required to exchange of techniques for clarifying the topic, taking samples, or manufacturing.
- Sourcing and chase suppliers to get quotation for comparison of costing on time.
- Get samples for approval with best prices, MOQ, lead time.
- Checking & prepare import document to forwarder opening the customs declaration.
- Coordinate with suppliers to ensure on-time delivery to meet the need of trial schedule.
- Update all new sourcing request on share point after sub-con finish sample to make sure we have a record of sample results (pass or fail) for future reference.
- Keep sourcing new materials (including catalogues) and other related equipment and files for future reference - Collect all information from all new suppliers and send to purchasing to create vendor codes.

- Finding the original supplier instead of trading to get the best quotation.
- After onsite checking, analyze from reality and point out points that are incorrect & need improvement to reduce product costs.
- Connecting supplier with engineer to make innogen ideal become true.
- Manage to achieve the cost-saving target and report the saving to company database
- Lead of domestic team to make report for manager.

UNIGEN VIET NAM CO LTD (US company), Senior Purchasing

Executive May 2020 - May 2021

- Sourcing & developing current & new supplier to update the best price follow trend on market for new model.
- Purchasing component items using Oracel system for current model.
- Make reports of sales every day.
- Control PO issuing, prepare PO, PR and other related documents to submit for manager approve.
- Review inventories and tracking as recently order to meet production plan every day.
- Interact with foreign supplier on a day to day basis.
- Control quality, cost and delivery, make sure to supply material, good to other department on time with the best quality, continuously monitoring, evaluating and improving supplier performance.
- Handle with arising matter relating to materials, work with suppliers when problem occurs.
- Create purchasing report as Job shortage, OOR, AML, Past due, ... every week.
- Negotiating with suppliers to fix purchasing condition including contract, price, delivery date, payment term, tax issues, material specification and so on.
- Controlling and administrating purchasing activity from several aspects.
- Other jobs upon request of Manager.
- Update the list of Task on-going and finish on share point every day.
- Other tasks as may be reasonably required.

BRANCH OF PANASONIC APPLIANCE VIET NAM IN HUNG YEN

(Japanese Company), Senior purchasing staff

Oct 2015 – Mar 2020

- Sourcing and negotiating with supplier to get the best quotation when company have new model.
- Choosing good supplier with competitive price for new project & CR project for current model about: payment term, delivery method, ...
- Making Sale contract, Mold contract, ...with supplier
- Hold meeting with supplier and R&D member to know more about new product & updating information about schedule of new project.
- Be responsible for good quality and quality check, celebrate the meeting for design change, new mold, new material. Make approval sheet to get sample, get results test, make announce for all related department about the change.
- Chase suppliers to get quotation for comparison of costing on time
- Onsite checking supplier to check stage on line about: cycle time, net weight of part or runner weight to compare with current quotation to negotiate to reduce cost.

- Making approval sheet for quotation every month with domestic & foreign suppliers when have change's price.
- Informing information immediately for supplier when have NG part, control sorting & replace NG part & collect countermeasure of supplier.
- Making report after onsite checking & CR / CU report for manager every month.
- Assume necessary quantity of material based on production plan and customer's order delivery schedule.
- Control PO on SAP system & quantity of ordered schedule every day to meet the need of production plan.
- Communicate with domestic supplier & foreign supplier whenever any problem about delivery schedule or quality of materials caused.
- Arranging shipment with import supplier to meet the need of production plan.
- Checking & prepare import document to forwarder opening the customs declaration.
- Checking & submit invoice & delivery note every day for accounting Department.
- Making payment end of month, tax & inventory forecast of next month for manager.

REFERENCES

Name: NgoThi Hong Hanh.
Position: Sourcing manager of
Karofi R&D company limited
Email:

[REDACTED]
[REDACTED]

Name: Tran Thi Van Quynh
Position: Supply chain manager
of Unigen Viet Nam Ha Noi Co.,
Ltd

[REDACTED]
[REDACTED]

Name: Nguyen Thi Thu Hoai
Position: Purchasing manager of

Name: Le Quoc Hung
Position: Sourcing manager of

Branch of Panasonic Appliance Viet Nam in Hung Yen
Email:

[REDACTED]
[REDACTED]

Golden Gate Group Joint Stock
Company- Northern Branch

[REDACTED]