



# Hồ Nguyễn Khánh Linh

## Sourcing And Purchasing Specialist

📅 January 8th, 1996

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📍 Ho Chi Minh City, Vietnam

👤 Female

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🌐 <https://www.linkedin.com/feed/>

## OBJECTIVE

I have had purchasing experience in both small and large corporations, especially in the field of foreign purchases. I am an ambitious person and I want to get a position that will give me the best way to apply my skills and create value that makes you more proud.

## CERTIFICATIONS

IELTS 6.5  
(2018)

Microsoft Office Specialist  
(2019)

Data Analysis Certification  
(2019)

Advanced Import-Export & Logistics Course from  
Le Anh Center  
(2020)

## HONORS & AWARDS

Outstanding Employee of November & December  
(2019)

## REFERENCES

**Arunee Anukit ( Ms. )**  
Director of Purchasing  
Email: [arunee.anukit@centralretail.vn](mailto:arunee.anukit@centralretail.vn)

## WORK EXPERIENCE

**Purchasing Executive** (05/2020 > Present)

**DALATMILK JSC**

**Main responsibilities:**

- Develop long-term sourcing strategy for procurement categories in line with company strategy and supply chain strategy to optimize total spend for whole company.
- Proactively collaborate with all departments to analyze all current and future requirements, market trend and suppliers' capability to evaluate opportunities and risks for new sourcing.
- Develop and improve strategic sourcing processes to support for further improvement on sustainable and effective business growth.
- Maintain strong and regular communication with all suppliers.
- Co-operate with functional team to plan for annual capital & expense budget that is align with business plan. Control capital purchase expenditures to assure adherence of approved budget. Analyze and evaluate purchasing spending & market trends to identify new sourcing initiatives and cost saving opportunities.
- Purchase equipment's production machines, raw materials, packaging, culet, production supporting goods, and other services consistent with the correct quality, best obtainable price, and on-time delivery, included to search the new contractors on given supporting to related Department.
- Maintain satisfactory and mutually beneficial relationship with supplier by conducting business in an ethical and fair manner to create and preserve a favorable company image.
- Evaluate supplier performance through audit & KPI and recommend potential supplier rating in accordance with Purchasing Quality System procedure. Implement and complies with Company's Purchasing Quality System Procedure
- Using SAP system.

**Category Manager Assistant** (10/2019 > 04/2020)

**CENTRAL RETAIL GROUP VIET NAM**

- Establishing strong relations with sellers and supporting their performance, as their main contact point
- Being in charge of the assortment development of a product category for Big C Supermarket chain (Electronics, Clothing, Health & Beauty...)

- Planning and maintaining constant stock availability
- Ensuring ambitious revenue growth
- Suggesting promotions to sellers, selling marketing services, organizing these campaigns internally
- Building weekly marketing plan, determining which products/subcategories will be promoted on website and through all marketing channels (newsletters, Facebook, and display etc.)
- Developing strong analytics to evaluate daily/weekly/monthly performance and optimizing further marketing, pricing and product selection
- Working closely with other departments to ensure smooth and efficient operations of the organization.

***Achievements and skills gained:***

- Excellent analytical/data interpretation into strategies and capabilities
- Ability to create compelling sales stories and strategies which can impact the bottom line
- Excellent oral/written and platform skills
- Desire to work in a team environment and foster cross-functional support and learning
- Objective analytical power – makes accurate/objective assessments of problems
- Strong market orientation – an outward focus toward the customer/consumer to maximize business results

**Procurement Executive** (10/2018 > 09/2019)

***VILACONIC JSC***

- Responsible for purchasing for assigned projects
- Engage with key stakeholders in the early stage of the sourcing process to ensure a complete alignment of objectives and expectations.
- Regular communicate with stakeholders to update on any changes and adjust the plan accordingly.
- Analysis external market and qualify potential supplier to ensure the supply to operations.
- Receiving & valuating purchase requests from all departments in company
- Update POs on internal software
- Create POs and send to supplier
- Work closely with finance for document (invoices, delivery order, contract, PO) and follow payment with suppliers.
- Negotiate with supplier about production schedule/quality to avoid being production shortage and delivery at the right time
- Solve problems concerning delivery of material/machine/spare parts/stationary.
- Perform other tasks as assigned by management- Participate in budget development of the company to support procurement strategy.
- Facilitate contract execution with key category suppliers to ensure that required terms and conditions are included
- Review the results and propose action with low performance suppliers. Prepare back-up supplier within 03 months after evaluation result.
- Segment the suppliers into different groups based on their characteristics and identify strategies to manage relationship with those suppliers accordingly.
- Obey Procurement Policy and SOP to ensure there's no violation on company procedure.

***Achievements and skills gained:***

- Takes initiative and being a proactive organizer

- Excellent planning and analytical skills.
  - Resourceful, abilities to work fast, efficient and work independently
  - Result oriented person and a solution-provider
  - Effective time management & prioritization skill.
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## EDUCATION

**Post and Telecommunications Institute of Technology,** (2015 > 2019)

***Major: Business Administration***

**University of Economy Ho Chi Minh City,** (3/2018 > 8/2019)

***Major: Export - import business***