

CURRICULUM VITAE

Tiếng Việt



ĐỖ TRUNG HÒA

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175 Le Loi st, Chau Phu B ward, Chau Doc city, An Giang province 90400

SALES-LOGISTICS MANAGER/FRONT-END SCM



Dear Hiring Company/Recruiter,

In my role as a logistics manager, responsible for organizing and overseeing the distribution/storage of goods and products, my goal is to manage the entire order cycle to enhance business development, ensure sustainability, and achieve customer satisfaction.

I can effectively communicate and negotiate with clients, suppliers, and manufacturers to ensure goods are delivered to the right location, at the right time, and at a reasonable cost.

Additionally, I am adaptable in various front-end SCM/supply chain positions, working with logistics companies and brokers to ensure smooth distribution operations. I strive to minimize unnecessary steps in the logistics process to make it faster, more accurate, more efficient, and more satisfying for customers.

My presence is always accompanied by enthusiasm, teamwork experience, extensive knowledge across various industries, and strong relationships with all parties your company deals with. Customer and partner satisfaction is always my top priority.

It would be my honor to accompany your company in achieving common goals and assist my esteemed colleagues in reaching their personal objectives.

Wishing your company and recruiters health and success!

Sincerely,

EDUCATION

Bachelor of Arts in English Language - An Giang University Class K11 | 2011 - May 2014

Linguistics, English Literature, Culture and Communication, Translation and Interpretation, Mandarin Chinese.

WORK EXPERIENCE

Hiep Phong Development Corporation

Deputy Manager of Import-Export Department in June 2018 - October 2020

- Established, managed, and optimized logistics processes to reduce lead times.
- Supervised delivery schedules and cost forecasts, balancing related expenses.
- Prepared and ensured all documentation met import-export regulations.
- Advised and negotiated with transportation partners, reporting options to the General Manager.
- Monitored customer payments and resolved related issues.
- Worked with customs authorities and relevant agencies as required by the General Manager.
- Updated and informed on current legal regulations.
- Resolved shipping issues at warehouses, ports, and with transportation partners.
- Verified and checked all subcontractor invoices and expenses.
- Established departmental KPI evaluations and task allocations.

ALC Corporation

Senior Logistics Supervisor in May 2015 - May 2017

- Communicated with transportation partners to ensure service and payment.
 - Received customer requests and assigned tasks accordingly.
 - Monitored delivery processes from C/Y to warehouses.
 - Checked and verified shipping documents.
 - Conducted field backup and cost statistics.
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SKILLS

- Highly disciplined, proactive, methodical, meticulous, and accurate in handling high-intensity work.
- Positive attitude, flexibility, with the ability to handle emergencies and adapt.
- Coordination and management skills for time, data, and internal resources.
- Leadership, motivation, and fostering a motivational environment.
- Ability to work independently under high pressure.
- Effective reporting and presentation skills.
- Creative thinking, risk planning, utilizing the Six Thinking Hats methodology.
- Risk analysis and forecasting using indices and measurement methods: SWOT, Scenario Analysis, Business Risk Index.
- Basic programming: Python, Excel/VBA, Power BI, statistical data visualization, data scraping from ERP using tools and platforms - AI/ML/DL.
- Accurate system operation on ERP, SAP S/4HANA, Oracle ERP Cloud, MISA, KiotViet, EasySalon.
- Extensive knowledge of Incoterms 2020, UCP 600, local, domestic, and international trade terms.
- Always updated on HS codes, tariff preferences, and changing customs procedures and policies.
- Building strong relationships with customers, suppliers, shipping lines, carriers, and relevant authorities.

HOBBIES

Playing soccer.

REFERENCES

Mr. Frank - Head of Logistics Sales, ALC Corporation

- Phone: +84 98843 82 40

Mr. Quan - General Manager, Hiep Phong Development Corporation

- Phone: +84 93681 38 70

**THANK YOU FOR YOUR CONSIDERATION
WISHING YOU A GOOD DAY, HEALTH, AND SUCCESS.**