

VUONG VAN LUAN

Date of birth: May 09, 1967

Address :

3/1, Street No. 4

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***CURRICULUM VITAE (Confidential)***

Date: 13 December 2019

OBJECTIVE: Senior Procurement & LogisticsExpected starting date : **Available****EDUCATION**

1982 – 1985: Phan Boi Chau High School	Cam Ranh Town of Khanh Hoa Province.
1986 – 1991: University of Technology and Pedagogy Professional: Mechanical Engineer	Hochiminh City
1994 – 1999: Open University Professional: Business Administration Bachelor	Hochiminh City

SUMMARY OF QUALIFICATIONS

1991: Mechanical Engineer 1993: TOEFL Certificate of English 1993: English Certificate– B level 1997: Japanese Certificate	University of Technology and Pedagogy Center For Foreign Language Center For Foreign Language Sakura & Dong Du Japanese Language School
1997: Industry of manufacturing refrigerator 1998: MRP/ERP software System 1999: 5S (Lean) Theory & Practice Cert.	Refrigerator Division of SANYO Electric Corp. in Japan Sanyo Home Appliance Corp. –in Vietnam Technology Center III (Quatest Center)
1998: National English Certificate– C level 1999: Business Administration, B.A	University of Science ,Social and Human Open University
2001:Quality management System– Advanced 2001:Environment management System– Advanced	Vietnam Productivity Center – in Vietnam Vietnam Productivity Center – in Vietnam
2003: Logistics Solution Skill – Basic 2003: Logistics IT System Training 2003: Logistics Financial & Costing Skills Training	TNT Asia Logistics Solution Expert – in Vietnam TNT Asia Logistics IT Expert – in Vietnam Training by a Financial Expert of TNT Asia Region based in HongKong
2003: Negotiation Skills	TNT-VN Organized a Short-term Course by RMIT
2007: Chinese Language 2009: Business Communicate upper grade	Private Tutor British Council

LANGUAGE SKILL

TOEFL Certificate of English
 National English Certificate – C level
 Japanese – A level with deeply training.
 Mandarin Chinese- Private tutor with intermediate lecture.
 Business Communicate- upper grade

COMPUTER SKILL

Winword, Excel, Power Point, Access
 Auto Cad

ERP / MRP System for Business/Enterprises

PROFESSIONAL EXPERIENCE

Start date	End date	Customer	Department	Last Title/Position
Dec-06	Present	Silver Cross Group (UK)	Business Development and Sourcing (UK)	Business Development + QA and Sourcing Manager in HCM Representative -VN

Description of duties (Full time)

1. Drive and aim to Business target of the Corporate.
2. Product Sourcing - Identify potential suppliers.
3. Develop and maintain effective relationships with suppliers
4. Evaluate supplier capabilities and performance
5. Negotiate the best prices 'without compromising on quality.
6. Negotiate best payment, good terms and lead time.
7. Receive, evaluate and compare samples.
8. Do inspection control quality in production and shipment.
9. Project management

Some further details on my job as per below :

- Report and communicate directly to UK Headquarter.
- Ensure that all workings are done in a correct, cost effective and timely manner in alignment with specifications and quality requirements.
- Review financial statements and data. Analysis P & L data to improve efficiency. Prepare and control operational budgets. Recommend effective strategies for the financial well-being of the organization.
- Recruit, train, supervise, appraise human resources in team, and guarantee all resources operating in correct way
- Provide leadership in all aspects of the team.
- Monitor the Suppliers /Manufacturers to meet business targets.
- Ensure all resources are in place to enable the capacity planning and line scheduling activities to deliver in time as required, capacity utilisation and minimum cost.
- Design and document Quality Specification checks and procedures.
- Develop quality control inspection reports and summaries for the management team in UK
- Responsibilities in sourcing and travel around local and oversea to audit the new suppliers/ factories .

- Responsibilities are to ensure that (i) products that are shipped are of the correct quality, (ii) development samples meet the required specifications and (iii) factory improvements continue.
- Liaise and work closely with Suppliers/ Factories from day to day to meet business objectives and customer.

❖ **Achievements:**

- During the terms of operation I have achieved a growth range from \$ 5M turnover in the first phase of two year setting up in VN to \$ 10 M in the end.
- Master all high level skills in business, negotiation, Interpersonal communication, quotation, high sense urgency, analytical, re-engineering & tech savvy, project management, interpersonal.

Start date	End date	Employer	Department	Last Title/Position
Jan - 2003	Dec- 2006	TNT –EXPRESS WORLDWIDE (Holland)	Global Account Management	Supply Chain & Logistics Manager

- Responsibilities in operation of the whole project :
 - Improve the existing procedures for outgoing and incoming resources and track inventory for the warehousing
 - Develop and adhere to operations budget
 - Review all financial statements for discrepancies before forwarding them to Accounting Department.
 - Keep track of staffing requirements and hire new talent as needed to correspond with specific duties and skill
- Selling logistics services:
 - Plan and conduct regular industry-focused market surveys to discover prospects of logistics service.
 - Build up prospect database for appropriate follow-up.
 - Approach prospects and present TNT Logistics services as well as define their needs
 - Study and analyze their supply chain to design services/solutions to refine the chain and present them to the prospects.
 - Work out service costs and prices in compliance with TNT's Global Commercial Policy.
 - Complete official proposal book and hand out to the prospects.
 - Negotiate contracts.
- Implementing logistics projects:
 - Outline detailed action plan to implement projects and monitor rate of progress
 - Coordinate and manage transportation and warehouse.
 - Design warehouse, cross-dock, offices and other facilities as per project characters.
 - Liaise and monitor the third party or partner for service's quality as defined agreement , commitment and contract
 - Purchase tools, equipments and IT system
 - Induct project team and deliver operation training
 - Directly assist the team in trial run
- Managing and developing logistics contracts
 - Build up customer database
 - Set K.P.I(s) (Key Performance Indicator) to monitor service quality and staff performance
 - Report Project P&L to the Management
 - K.P.I report to customers on scheduled basis
 - Design other value-added services for the projects to enhance customers satisfaction and/or to increase revenue

Achievements
<ul style="list-style-type: none"> - Successfully planned and carried out very first logistics market survey for TNT, which resulted in comprehensive prospect/customer databases of all market sectors - Tailored our fundamental working procedure for the logistics section - Designed handy home-made logistics cost model accepted by TNT Regional Commerce - Sold service and managing projects for International FMCG manufacturers and shoe makers

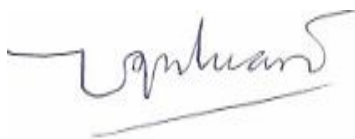
Start date	End date	Employer	Department	Title/Position
Jan/1996	Dec/2002	Sanyo Electrical Home Appliance VN Corp. (Japan)	Purchasing and Warehouse	Manager
Description of duties (Full time)				
<ul style="list-style-type: none"> • Manage all purchasing activities in department and Follow up all purchasing order plan : <ul style="list-style-type: none"> - Managed, supervise, control and monitor activities of all purchasing staff. - Ensure all purchasing staff to comply with company policies, procedures and system. - Ensure purchasing department staff recognizes the importance of good supplier, customer and internal staff communications and relationship. - Assist and complete in conduct of staff performance appraisal /evaluations as required. - Forecasted shortage parts base on production plan. - Guaranteed the best minimum stock quantity providing enough and just in time (JIT) for manufacturing. - Made purchasing order plan. 				
<ul style="list-style-type: none"> • Negotiate and found supplier : <ul style="list-style-type: none"> - Discussed with senior for approving original price for material - Made a cost down campaign for material. - Control prices and made period campaign of localization for raw material - Help purchasing department staff to communicate with suppliers in respect to order delays, importation and delivery problems and /or special requirements. 				
<ul style="list-style-type: none"> • Monitor and responsibility in the Logistic activities for some imported materials and equipment. <ul style="list-style-type: none"> - Identification of service providers for forwarding, customs clearance etc. - Contracting of local service providers . - Monitor over the execution of service providers contracted 				
<ul style="list-style-type: none"> • <u>Manage the warehouse :</u> <ul style="list-style-type: none"> - Do inventory and analyze the variance of inventory and adjust per month. - Prepare and consolidate the materials to deliver / supply based on picking list , production plan, requirements for production line or other departments . - Ensure stock levels are adequate but not excessive in relation with production plan and sales targets. - Completed input and output procedure. - Keep materials / components in good condition in warehouse. - Prevent and guarantee out of loss or damage of materials. 				

<div> <div></div> <div>Achievements</div> </div>
<ul style="list-style-type: none"> - Got the budget target for purchasing by acting on JIT (just in time) control. - Keep high KPI of all purchasing activities - Got the target of cost down and localization campaign for the raw material: getting 30% localization for materials in some first year of setting up, to 40% in the second year, then to 60% in the end. - Got the target of minimum stock / inventory at \$1M total value.

Start date	End date	Employer	Department	Title/Position
Nov/1991	Dec/1995	Southern Food Company (Vietnam –State Own)	Production	Production Assistant Manager
Description of duties (Full time)				

INTERESTS Charity and social activities. Reading and watch TV News Playing Tennis and Gym
REFERENCES Mr. Chris Dwyer. – Product Development Manager (Current college Silver Cross (UK) Ltd, Address: Micklethorn, Broughton, Skipton, North Yorkshire. BD23 3JA Tel: +44 (0) 1756 702370 Mobile: +44 (0) 7808 794605 Mr. Gerhard Greenwood. (Former Senior) Head of Procurement Acclighting Company Address: Lancashire; BB9 8NB United Kingdom Mobile: +44 7595652708 Mr. Dinh Huu Thong, General Manager (Close friend) Kim Thanh Auto Company Ltd. Honda Authorized Dealer Address: No.6, 3/2 Street, Wrd 15, Dist. 11, Hochiminh City / Vietnam Mobil: 0909021888 Tel: 08 866 2222 Fax: 08 866 2266

I am entirely responsible for the accuracy of the information stated above.



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