




## DINH T. MINH NGOC

### JISSI DINH

 April 29, 1991

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 Tan Mai Ward, Bien Hoa City,  
Dong Nai Province.



## EDUCATION

**HCM UNIVERSITY OF INDUSTRY.**

Major: Business Administration

**SEPT 2009 - MAY 2014**



## WORK EXPERIENCE

**COCA-COLA VIET NAM**

**SEPT 2013 - APR 2015**

### Sales (Internship) - 4 months.

#### Main responsibilities:

- Keep close relationship with and ensure best services to customers to maintain and strengthen customers base.
- Coordinate with other related parties within the company and outsiders for consistent and timely information flow and quick resolution for any problem.

### Planning Production (Internship) - 4 months.

#### Main responsibilities:

- Orders and monitors the status of materials by maintaining inventory logs for piece parts and finished goods
- Compile and prepare material requirement orders for inventory; issue requisitions for new and special materials, sub-contracting of parts, etc.

### Planning Production - 1 year.

#### Main responsibilities:

- Determine the material requirements and current inventory status of component parts base on machine plan.
- Orders and monitors the status of materials by maintaining inventory logs for piece parts and finished goods.
- Follow up with all working shifts to ensure logos are well-controlled: the damage is being reported in daily basic and properly plan to buy according to needed orders.
- Check, follow up to get approval for the employees' leave.

**VPIC GROUP**

**MAY 2015 - AUG 2019**

### Purchasing - 1.5 years

#### Main responsibilities:

- Handle all activities of buying and payment request document.
- Evaluate new vendors and existing vendors performance on regular basic.
- Monitor delivery, manage suppliers in term of cost, delivery, quality

### Planning Production - 1 year 3 months.

#### Main responsibilities:

- Collaborate with production, warehouse and others
- Review input/output data and documentation to verify completeness, accuracy, and conformance to quality standards and specifications.
- Prepare and monitor material requisitions and material schedules with production schedules.
- Maintain progress reports, schedules, and other related records

### **Sales Executive- 1.5 years.**

#### Main responsibilities:

- Understand and actively take part in the execution of company's strategy.
- Handle whole sales cycle from inquiries through delivery and payment collection smoothly, timely and up-to-date.
- Keep close relationship with and ensure best services to customers to maintain and strengthen customers base.
- Update and manage costing on system. Ensure overall profitability of his/her own scope of business as well as company's. Build up a master file, manage & maintain accurate specification & price on the systems.



## **REFERENCES**

Kevin Mai (Mr)

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