

Hi!

MY NAME IS

DANG VAN TRUNG

SALE SUPERVISOR



PERSONAL DETAILS

BIRTHDAY 28th Mar, 2003

RELATIONSHIP Single

NATIONALITY Viet Nam

LANGUAGE English

EXPERIENCE 2 years

CONTACT DETAILS

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ADDRESS 55 Dan Chu St, Binh Tho, Thu Duc

SOCIAL PROFILE LINKS

FACEBOOK

DRIBBLE

REFERENCE

AVAILABLE UPON REQUEST

OBJECTIVES

To further develop my business analysis skills and apply them to improve efficiency and productivity, adding value to the company's growth.

PERSONAL SKILLS

- ◇ Data analysis and visualization
- ◇ Excel automation with macros (VBA)
- ◇ Inventory management
- ◇ Employee management

SOFTWARES SKILLS

OFFICE 365 POWER BI SAP / GOLD

WORK EXPERIENCE

2022 - 2024 | 2 Years



PRODUCE SALE SUPERVISOR | TOPS MARKET MOONLIGHT

- ◇ **Sales & Operations Analysis:** Monitored sales/expenses, processed data with Excel, and optimized daily operations.
- ◇ **Merchandise & Stock Control:** Planned allocation based on customer trends, ensured product quality/freshness, supervised receiving and display, and managed inventory (PO, returns, transfers).
- ◇ **Customer Service:** Assisted shoppers, answered inquiries, and resolved product issues.
- ◇ **Staff Development:** Trained new employees, scheduled and supervised staff, delegated tasks, and provided feedback to maintain service standards.
- ◇ **Team Coordination:** Collaborated with other departments to ensure smooth store operations.
- ◇ **Increased revenue by 8.5% (2023) compared to 2022.**
- ◇ **Developed and optimized the ordering process** for efficient allocation of goods during store promotions.

EDUCATIONAL SUMMARY

- ◇ BACHELORS IN INFORMATION TECHNOLOGY (IT) | 2022 - 2027
Ho Chi Minh City University of Agriculture and Forestry

HOBBIES AND INTERESTS



PHOTOGRAPHY



MOVIES



MUSIC