CURRICULUM VITAE

NGUYEN THI ANH

Gender: Female

Date of birth: 09 Feb 1983

Place of birth: Bac Ninh Province

Address: Huynh Tan Phat, Dist.7, HCMC, Vietnam

Handphone:

Email address:

I. WORKING EXPERIENCE:

1. AUG 2022 - PRESENT: MAS ENGHLSH LANGUAGE CENTRE

Working as an English teacher for kids & teenagers

4 Job description:

Teaching English for kids and teenagers adapting to the programmes, including: curriculum of schools, and Cambridge training.

4 Achievement:

- Being beloved by students & colleagues
- Getting improved in soft skills

2. NOV/2016 - AUG 2022: BSS CONSTRUCTION COMPANY

Working as an administrative manager

4 Job description:

- Balance the cash flow
- ❖ Follow revenue and expense

❖ Follow up all tasks relating to administrations: salary, purchasing material, insurance....

4 Achievement:

- Manage the cash flow efficiently
- ❖ Build a good team spirit

3. May/2015- May/2016: VINDS DEPARTMENT STORE COMPANY

Working as a senior merchandising Department - in beauty scope

Job description:

A. **BUSINESS MAINTAIN**:

- Create and maintain relationship with Partners
- ❖ Negotiate the trading terms & sales contracts with suppliers
- ❖ Follow closely the business development of suppliers in Department Store
- Looking for new partners of new brands and develop the business
- Plan and respond to the sales target

B. *MERCHANDISING*:

- Plan the Budget of buying
- ❖ Take care of all purchase orders decision
- ❖ Analyze the sales and inventory by category, season, price...
- ❖ Analyze the best and slow moving items.
- Analyze the sell though
- ❖ Keep tracking the margin of merchandising
- Align with warehouse/supply chain to push the shipment to store

C. TRADE MARKETING:

- ❖ Take care of organizing the event/beauty fair
- ❖ Align with sales & operation team to run the promotions/activities in Store
- ❖ Keep checking on Visual status in store

D. SALES & OPERATION FIELD:

❖ Align with operation team to push sales

- ❖ Align with brands to deliver the training for sales staffs on products, selling skills
- Align with operation team to solve all the problems relating to sales staffs

E. EXPANDING PROJECT:

- ❖ Align with project and design team on new projects: regulation layout, counter design, setup counter....
- Tracking strictly the setup timeline

4 Achievement:

- ❖ Built up the Departments successfully.
- ❖ Develop the good relationship with Partners & suppliers

4. Nov/2013- April/2015:ROBINSON DEPARTMENT STORE COMPANY

Working as a senior merchandising Department – in beauty scope

Job description:

A. BUSINESS MAINTAIN:

- Create and maintain relationship with Partners
- ❖ Negotiate the trading terms & sales contracts with suppliers
- ❖ Follow closely the business development of suppliers in Department Store
- ❖ Looking for new partners of new brands and develop the business
- Plan and respond to the sales target

B. *MERCHANDISING*:

- Plan the Budget of buying
- ❖ Take care of all purchase orders decision
- ❖ Analyze the sales and inventory by category, season, price...
- ❖ Analyze the best and slow moving items.
- ❖ Analyze the sell though
- ❖ Keep tracking the margin of merchandising
- ❖ Align with warehouse/supply chain to push the shipment to store

C. TRADE MARKETING:

- ❖ Take care of organizing the event/beauty fair
- ❖ Align with sales & operation team to run the promotions/activities in Store
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- ❖ Align with operation team to push sales
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E. EXPANDING PROJECT:

- ❖ Align with project and design team on new projects: regulation layout, counter design, setup counter....
- Tracking strictly the setup timeline

4 Achievement:

- ❖ Built up the Departments successfully.
- Develop the good relationship with Partners & suppliers

5. May/2012- Oct/2013: VIET THAI COMPANY

Working as a Merchandiser executive of luxury fashion

↓ Job description:

- Price calculation : landed cost and retail price
- ❖ Take care of Margin of merchandising
- ❖ Take part in the stock count process every month
- Control the inventory between POS system and reality
- Set the master data of product
- ❖ Take part in the process of receiving merchandises in store or warehouse
- ❖ Transfer the merchandises or fill size among stores
- Follow order and receipt
- Supply the needed information for buying team

- ❖ Analyze the sales and inventory by category, season, price...
- ❖ Analyze the best and slow moving items.
- ❖ Analyze the sell though
- Go to the store regularly to observe the sales and customers
- Contact with the principle regarding to shipments, products, price

4 Achievement:

- Build up the master data.
- Limit the variance of inventory.
- ❖ Make clear the data on the POS system
- Improve the analysis skill
- ❖ Prepare the training product document

6. March/2006-April/2012: DUY ANH FASHION AND COSMETICS COMPANY

Working as a Merchandiser executive of luxury fashion

Job description:

- ❖ Price calculation: landed cost and retail price
- ❖ Take care of Margin of merchandising
- ❖ Take part in the stock count process every month
- ❖ Control the inventory between POS system and reality
- Set the master data of product
- ❖ Take part in the process of receiving merchandises in store or warehouse
- ❖ Transfer the merchandises or fill size among stores
- Follow order and receipt
- Supply the needed information for buying team
- Analyze the sales and inventory by category, season, price...
- ❖ Analyze the best and slow moving items.
- ❖ Analyze the sell though
- Go to the store regularly to observe the sales and customers

 Contact with the principle regarding to shipment, products, price

Achievement:

- ❖ Build up the master data.
- Limit the variance of inventory.
- ❖ Make clear the data on the POS system
- Improve the analysis skill
- Prepare the training product document

II. KEY SKILLS:

1. Communicative skills:

- Good negotiating skill
- ❖ Good organizing skill
- Solving problem skill
- ❖ Good team-working spirit
- Be supportive
- Good listening and understanding

2. Language:

- English: fluently
- ❖ Vietnamese: fluently

3. Computer:

- ❖ Word: good
- Excel: good
- ❖ Power point : good

III. EDUCATION:

2001 - 2003: Foreign Economic Relationship College

Commercial Accounting major

Winning the scholarship during all semesters in school

2001 – 2002 : Attending the economic & commercial English course

2002: Certificate in English language (level C) of Ministry of

Education and Traning

2019: Ielts band score 5.5

IV. QUALITIES:

- ♣ Be responsible and careful
- ♣ Be strong at decision making
- **♣** Be honest
- ♣ Be active
- **♣** Be Independent
- ♣ Be hard working

I love to discover the new challenges. I'm always full of energy for working. The experiences and studious spirit are precious qualifications of each person. I'm so thankful for your time making reference to my profile.

Yours Sincerely, Nguyen Thi Anh