



# NGUYEN LE THANH NAM

PLANNING EXECUTIVE

Male

10/07/2001

683A - Au Co Street - Tan Thanh  
Ward - Tan Phu District - HCMC

## Education

Major: Logistics and Supply  
Chain Management

UNIVERSITY OF ECONOMICS AND FINANCE (UEF)

2019 - 2023

## Work Result

1. Keep inventory at Safety Stock Levels according to company policy.
2. Manage raw materials arriving on time so that they do not affect production plans.
3. Handle the situation immediately and there has not been a shortage of raw materials for production.
4. Process data effectively to create reports for superiors to understand the raw material situation.
5. Forecast the appropriate time to increase or decrease raw materials.
6. Working in an F&B environment, one should be able to withstand high pressure and handle situations promptly.

## Career goals

With the desire to fully utilize my abilities and knowledge accumulated at school as well as during work, I am looking for a stable and developing environment so that I can work for a long time. To achieve my goals, I am not afraid of difficulties and will continuously improve myself to be able to develop. I wish to contribute and continuously learn to become an excellent employee and a high-quality human resource of the Vietnamese supply industry.

## Work experience

Position: Materials planning  
officer

3/2024 - 7/2024

CÔNG TY TNHH CHẾ BIẾN THỰC PHẨM & BÁNH KẸO PHẠM NGUYỄN

Determine the number of supplies to buy weekly:

- Receive weekly forecasts from production planning to balance weekly demand and warehouse capacity for three factories.

Work directly with suppliers:

- Create and send POs directly to suppliers and update material delivery times to promptly alert the production department. Follow up the status of each PO with Supplier/ Forwarder to coordinate and arrange the pick-up at supplier warehouse.

#### **Inventory Control:**

- Monitor raw materials transferred between warehouses to have a transfer plan.
- Calculate costs to have an appropriate plan to transfer materials between warehouses.
- Accurately calculate leadtime and travel time between warehouses to ensure raw materials for production plans.

#### **Create PO sent to supplier and complete set of documents for payment accountant:**

- Create PR on the ERP system.
- After there is a need for raw materials, based on the supplier's leadtime, create a PO from the ERP system.
- When the goods have been warehoused, go to the *bizzi website* to get a value-added invoice clamped together with the warehouse receipt documents to give to the accountant to make payment within the debt period.

#### **Collaborate with other parts:**

- Update BOM when there are changes from the R&D Department.
- Order materials for R&D to produce secret materials for production.
- Update prices according to Contract PO and Standard PO from the Purchasing Department to avoid incorrect prices.
- Work directly with the warehouse on raw material status to have appropriate ordering plans.

#### **Handle situations:**

- Pham Nguyen is quite unique in its small warehouse area and fast-paced, so there is often a shortage/excess of raw materials. Therefore, it is necessary to always update information from the Warehouse Department so that it can be processed promptly and immediately.
- Discuss and work directly with direct managers about Issues that may arise and to propose the most optimal solutions.

#### **Forecasting**

- Track historical data, receive forecasts from sales and monitor market trends to predict future material conditions. From there, ordering plans as well as warnings about the production of materials that lack energy are created to have the most timely and effective treatment method.

**Position: Materials planning officer**

4/2023 - 3/2024

## **CÔNG TY TNHH AB MAURI VIỆT NAM**

#### **Determine the quantity of technical supplies to buy:**

- When there is forecast from MPS (Master Production Scheduling) and from BOM (Bill of Material) to get forecast of the materials needed. Based on Policy Stock of each type of raw material and existing inventory to create appropriate PR.

## Position: Logistics Intern

9/2022 - 4/2023

### **Monitor inventory status and update raw material information:**

- Monitor the Aging Stock file of the warehouse to warn the Production Planner to have an optimal plan for that material before it expires.
- Monitor and regularly update the status of raw materials arriving in the warehouse, handle problems when there is information that raw materials may be delayed due to certain reasons: War, natural disasters, holidays ,...

### **Collaborate with other departments during work:**

- Work directly with the purchasing department to update the status of incoming raw materials
- Receive information about FG's Bombs from RD department and information about the quality of raw materials
- Work directly with the warehouse department to understand raw material inventory, warehouse capacity status.

### **Prepare reports and propose new plans:**

- Prepare monthly reports on the amount of raw materials lost after production to have plans to change to better and more suitable sources of raw materials.
- Prepare work reports on sales to see the effectiveness of technical materials through customer consumption and use of products. From that result, it is possible to analyze the effectiveness of that material in the product manufacturing process.

## **CÔNG TY TNHH THƯƠNG MẠI DỊCH VỤ LỬA ĐỎ**

### **Document (Docs-Cus)**

- Check import and export documents such as CO, Invoice, B/L, Packing Lish,...
- Request, collect and transfer necessary documents from customers to complete customs clearance procedures.
- Clearance for customers using Ecus software after all information has been checked and corrected.
- Coordinating transport vehicles to customer's warehouse or port.
- Handling problems during transportation and customs clearance of goods.

### **Operations (OPS)**

- Receive goods information from the document department, make a plan to pick up goods.
- Handling and clearing customer's goods directly at the port, working with customs to get directions when goods are yellow chaneled.
- Pick up customers's good at warehouses of TCS, SCSC, Cat Lai Port, Fedex,...
- Taking samples of goods to do plant quarantine and animal quarantine.
- Submit and collect CO at the Ministry of Industry and Trade.

## Skills

### Foreign Language

Can read and use English at an average level

### Office Information

Proficient in using software: Word, Excel, PowerPoint, Photoshop

### Work skill

Teamwork skills, negotiation skills, situation handling skills, Communication skill, Organizational skills; Analytical skill.

## Certifications

**Bachelor of Economics major: Logistics and Supply Chain Management at Ho Chi Minh City University of Economics and Finance**

**Toeic (630/990)**

## HOBBIES

- Sociable, eager to learn and always try to complete the set goals.
- Hobby of reading and likes to communicate with people to expand relationships.
- Like playing sports: soccer, badminton,... and singing

## References

**Văn Bá Thông:** Head of Logistics and Planning Department of AB Mauri Vietnam Co., Ltd

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**Nguyễn Thị Liễu:** Head of Planning Department of Pham Nguyen Confectionery Co., Ltd

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