



# Nguyen Duy Sil

## Procurement and Logistics Executive

### Career Highlights

#### PROCUREMENT EXECUTIVE

HALANA JOINT STOCK COMPANY | 04/2024 - 09/2024

- **Expand Supplier Network:** Researched and identified original suppliers for existing product lines and explored new product categories. Successfully added 5 new product categories and found 6 original suppliers, reducing procurement costs by 2%-5%.
- **Data-Driven Pricing:** Monitored market price fluctuations and promotional trends. Provided pricing insights to the CEO, updating product prices 1-2 times per month, leading to profit margin increases of 4%-8%.
- **Optimize Procurement and Operations:** Managed daily purchasing of materials and hand tools, ensured on-time delivery within 24 hours, and reduced error rates and returns to under 5%. Contributed to the development of the company's ERP system for purchasing and inventory management..

#### PURCHASING EXECUTIVE

AN CUONG WOOD JOINT STOCK COMPANY | 01/2024 - 04/2024

- **International Purchasing:** Processed purchase requests, placed orders, negotiated contracts, and tracked deliveries. Managed freight costs, insurance, customs clearance, and handled warehouse entries and supplier issues. Successfully imported a 40" container of edge banding from China.
- **Product Management:** Oversaw a catalog of over 500 edge banding products, updated prices with new quotes, and managed color matching for 8 new products.
- **SAP-ERP Management:** Efficiently performed over 80% of order creation, cost estimation, inventory entry, and payment tasks on the ERP system.
- **Supplier Sourcing:** Identified and established contact with 1 new supplier for edge banding. Attended a product presentation from a Turkish supplier, evaluated their products, services, and after-sales support.

#### PROCUREMENT EXECUTIVE

HALANA JOINT STOCK COMPANY | 01/2023 - 12/2023

- **Domestic Purchasing:** Managed daily procurement activities, processed orders, and ensured on-time deliveries. Handled inventory replenishment with an average daily budget of 50 million VND, collaborating with over 10 suppliers.
- **Product Catalog Management:** Created and updated product codes, names, and prices to optimize website display. Generated over 25,000 SKUs, averaging 800 new SKUs weekly. Managed a catalog of 20+ suppliers and 40,000 products.
- **Inventory Management at Hub:** Maintained inventory for over 200+ products, organized 200 products, managed 50+ sellable items, 20+ promotional items, and processed 30+ returns monthly. Ensured precise inventory tracking and efficient product management.

### Core Strengths

- **Detailed Management:** Demonstrated meticulous management of over 40,000 products and 20+ suppliers by creating and updating 25,000+ SKUs.
- **Statistical Analysis and Data Visualization:** Utilized analytical skills and tools such as Power Query and Power BI to monitor market trends and price fluctuations, leading to a 4%-8% increase in profit margins. Updated product prices effectively to enhance overall pricing strategy.
- **Professional Presentation and Negotiation:** Proficient in PowerPoint to deliver clear and compelling presentations to senior management, supporting strategic decision-making. Successfully negotiated favorable terms with suppliers, achieving cost reductions and improved contract conditions.

### Contacts

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### Education

University of Economics

Ho Chi Minh City (UEH)

Major: Logistics and

Supply Chain Management

Graduation: Distinction

GPA: 3.56/4

### Language

English - Upper Intermediate  
Certificate:

- TOEIC Reading & Listening  
Score: 730/990
- EF SET Certificate  
Score: 74/100

### Tools

Technical:

- PowerPoint, Excel
- SAP analytics (basic)
- Power Query, Power BI

### Certificates

Office informatics

- IC3 (Digital Literacy  
Certification) - GS5

Coursera

- Strategic Sourcing
- Supply Chain Logistics
- Time Management for  
Personal & Professional  
Productivity
- Communication Skills

ASEAN Data Science Explorers

- Enablement Session - SAP  
Analytics Cloud training