



# TRAN ANH QUAN

## CONTACT

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## SOFTWARE

- Microsoft office: Word, Exel, Power Point and Teams, Notion
- Aministration system SAP or ERP

## LANGUAGES, SKILLS

- Fluent in English. Expertise in reading and writting.
- Good at negotiation & communication.
- Able to work independently and teamwork.
- Flexibility in problem - solving
- Good pressure tolerance & ability to travel for work
- Manage the purchasing document: PO, Contract, Invoice....
- Administer and update the purchasing & planning data on Notions and ERP internal system: PO, inventory, raw material receipt plan, receipt....

## Objective

- Short-term: Learn, cultivate, and master skills related to purchasing and selling.
- Long-term: Become a Purchasing Specialist, apply knowledge and experience to understand the purchasing process and step by step identify strategic sources of supply.

## Education

- Ho Chi Minh City University of Technology**  
Student | 2020 - 2024
  - Major: Logistics and Supply Chain Management.
  - Achievements: Outstanding Student 2021-2022, 2023-2024.
  - Degree classification: Good
- Thien Minh Tri High Quality Human Resources Training Institute**  
Student | 8/2023
  - Learn and acquire skills in import-export documents and related customs operations.

## Work experience

### VFBS Food & Beverage Company

11/2020 - 9/2021

Position: Part-time Employee at Domino's Pizza.

- Job description: Providing services related to pizza-making, food delivery, and fast food transportation.

### SOUTHERN LOGISTICS CORPORATION - Solog Corp

4/2023 - 10/2023

Position: Documentation intern.

- Synthesize information about partner customer shipments each month.
- Synthesize documents and certificates of origin of shipments and look up certificates of origin on Ecosys.

### SP-SSA INTERNATIONAL TERMINAL - SSIT

10/2023 - 3/2024

Position: Internship for Gate.

- Use the management system to monitor and inspect each Container passing through the port, and directly notify relevant departments in the port during the process of unloading and retrieving Containers in the yard.
- Understand the actual processes of Container picking up and unloading at the SSIT.
- Supplying foreign ships at the SSIT, making weighing notes for supplied goods.
- Coordinate inspection and tracking of related documents of Containers with Yard, Cargo, Vessel departments in SSIT.

**VIETNAM GS INDUSTRY ONE-MEMBER LIMITED  
LIABILITY COMPANY - VGSI**

3/2024 - 9/2024

Position: Purchasing & Planning Staff

Job Duties:

- Sourcing spare-part, devices, machines, material, consumable, packaging for factory.
- Negotiate with supplier about price, payment Term and other condition of Contract, proceed the market assessment for assigned category
- Manage the inventory for material, tools, spare - part of factory.
- Base on Sale Forecast, colloration with Production department, warehouse and Logistics for raw material receipt plan & purchasing plan monthly.
- Manage the purchasing document: PO, Contract, Invoice....
- Administer and update the purchasing & planning data on Notions and UniERP internal system: PO, inventory, raw material receipt plan, receipt....

Job requirement:

- Search for the most suitable supplier: price, quality, specific requirements....
- Follow the company purchasing procedure
- Mantaince the relationship of current supplier. Develop new supplier.
- Satisfy the purchasing request of other deparment: delivery items on time with correct quantity and good quality.
- Manage raw material receipt plan and inventory: satisfy the raw material demand, control inventory day of raw material & minimize the cost of raw material receipt

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FOR YOUR INTEREST**