



# Nguyễn Kim Hoa

Production Management Staff

District 2, Ho Chi Minh city, Viet Nam.

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0969247115

## EDUCATION

Sep 2012 + POSTS AND TELECOMMUNICATIONS INSTITUTE OF TECHNOLOGY  
↓  
Oct 2016 | Major: Business Administration  
GPA: 2.76/4

## WORK EXPERIENCE

August 2017 + HANSAE HCM  
↓  
Present  
Merchandiser  
Main responsibilities:  
Experienced in handling buyers PINK, American Eagle, Carhartt.  
- Input order information into Buyer's system for issuing PO sheet.  
- Receiving PO from buyer, checking PO detail and call out if have any information wrong updated.  
- Input data on ERP for management order.  
- Inform to factory if having SOP updated from buyer.  
- Follow up with factory team to ensure garment ex-factory ontime.  
- Update order tracking report to buyer every week and daily checking production status from factory.  
- Working with third party inspection to get test report on time.  
- Sourcing material for development and negotiate with supplier for the price, leadtime.  
- Checking BOM/ Tech pack before ordering material. Calculate fabric/ trim consumption.  
- Handling trim/fabric Purchase Order and proceed payment on ERP.  
- Working with supplier for delivery on time.  
- Working with factory team about quality inspection and call out to supplier if have any trim/fabric defected, shading, shortage.

May 2016 + VIET NAM SAMHO  
↓  
May 2017  
Purchasing Staff  
Main responsibilities:  
- Receive orders from business team, production team.  
- Place order in ERP system, download and check orders after that send orders to supplier.  
- Receive delivery schedule from supplier and make the report to manager.  
- Follow up deliveries and push supplier to get materials on time.  
- Contact to supplier to solving problem such as delay, shortage quantity, defects,..  
- Check packing list, invoice and make the payment request.  
- Coordinated with import team, accountant team to arrange payment for supplier on time.  
- Reporting for inventory of materials every month.

## SKILLS

Business English



MS Office



Communication skills



Teamwork



Problem solving



Adaptive



## OBJECTIVE

Looking for the challenging environment where I can develop, innovation and enhance my experience to help the business of company grow up.

In long term, becoming a team manager.