

DO THUY PHUONG THAO  
SENIOR MERCHANDISER



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1. PERSONALITY:

- ✓ Sex: Female
- ✓ Date of birth: 30/12/1978
- ✓ Phone: + 84 908 959 449
- ✓ Email: dtpt301278@gmail.com

2. OBJECTIVE:

Would like to join a professional textile and garment industry environment which I can work in long term service, and devote with all my ability and experiences to achieve organizational goals, and that will provide me an advanced opportunity to further improve myself.

3. SKILLS:

- Problem solving skill: 90%
- Team work skill: 90%
- Communication skill: 100% with 4 skills in English.
- Multi-task & Time manermament skill: 90%
- Smart phone & computer skill: 90%
- Negotiation skill: 90%
- Working under pressure: 100%

**I - EDUCATIONAL QUALIFICATION:**

- An Bachelor of Arts Degree (Major: English Interpretation) issued by Ho Chi Minh University of Foreign Language-Information Technology.
- A Certificate of Import-Export Professional Qualification.
- A Certificate of Computer Level A.

**II - WORKING EXPERIENCES:**

- From May 2001 to April 2005: worked at FASHION GARMENTS CO LTD., - Merchandising Department as a Merchandiser.
- From May 2005 until Oct 2007: worked in Marketing Preparing State Department of SCAVI VIETNAM as a Merchandiser.
- From Nov 2007 until Jul 2014: worked in STARPRINT VIETNAM - Sales & Marketing Department as a Senior Account Executive.
- From Aug 2014 until Oct 2020: working in SAITEX INTERNATIONAL CO., LTD - Merchandising Department as a Senior Merchandiser.

**III - JOB DECRIPTIONS:**

**1. From May 2001 to April 2005:**

Merchandiser at FASHION GARMENTS CO LTD., with the below responsibilities:

- Studying the product's specs/ samples from client for costing and submit quotations to buyer.
- Working with related departments to ensure that the best services can be offered to customers (i,e: best delivery date, reasonable quotation,...)
- Following up production plans and samples to be sure that the confirmed ETD can be met.
- Directly work with oversea customer to get informations on time to support to production.
- Controlling stock quantity of import materials.
- Checking & sending shipping documents.

**2. From May 2005 to Oct 2007:**

Merchandiser at SCAVI VIETNAM with the following tasks:

- Directly sourcing the appreciate materials that can be adapted to the customer's requirements in quality as well as target price.
- Doing quotations basing on the proposed materials.
- Working with concern departments to have best sample submission date.
- Controlling the schedule to get samples to be approved on time so that the confirmed ETD of bulk can be met.
- Receiving orders from customers, then transferring it to Planning Dept..
- Directly work with oversea suppliers & customers to get informations & imported materials on time for proceeding mass production.
- Solving the problems regarding the materials' quality or customer's complanations/ comments.

**3. From Nov 2007 to Jul 2014:**

Senior Account Executive at STARPRINT VIETNAM with the underneath duties:

- Receiving samples/ estimate requests from customers. Then analyse their specifications to do quotations.
- Closely work with other departments to assure that the customer's requests can be satisfied as much as possible (i,e: best delivery date, competitive quotation, best quality...)
- Following up the samples and production plans.
- Submiting samples & following up till getting approval.
- Working hand in hand with Innovation Dept. to support customers in their technical issues.
- Manage my own assigned accounts.
- Assisting MKT & Sales Manager in achieving target sales goal that was set by BOD.
- Preparing & submitting monthly sales report to MKT & Sales Manager.
- Following up payments from customers and report to MKT & Sales Manager.

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- Smart phone & computer skill: 90%
- Negotiation skill: 90%
- Working under pressure: 100%

### 4. From Aug 2014 to end of Oct 2020:

Being a Senior Merchandiser at SAITEX INTERNATIONAL CO., LTD, I had been a leader of a team with 4 members to take care of several buyers with the process from development until shipments for the assigned jobs as followings:

- ✓ Some accounts that I had been worked for: S.OLIVER, BUCKLE, TRUE RELIGION, EVERLANE, ....

#### 4.1 - Development stage:

- Setting up TNA for submitting samples on time, i.e: developed fit samples, washing developments, SMS,... Then closely working with team to achieve target submission dates. → Solving the problems if any un-expected issues.
- Following up with Costing team to assure that quotations can be offered to buyers timely.
- Working for TNA to have final bulk delivery date basing on estimated material's in house date and available capacity of factory. → Negotiating with buyer to get bulk orders.
- Receiving actual P.Os from buyers. → Checking FOB prices on P.Os, and working with Buyer or Costing team for any corrections if needed.
- Creating CUT PLAN SBD QTY by Excel file from buyer's P.Os. → Sharing the order details to related Depts. (i.e: Planning, CAD, Technical merchandiser, Purchasers,..... ) to take orders into actions.
- Keep following up with Planning team and Purchasers to make sure that the committed ETD of bulk can be met. → Updating the revised delivery dates to buyers as soon as possible in case if any problems. Then negotiating with buyer to fix the plan.

#### 4.2 – Production stage:

- Following up materials' status to ensure that samples + bulk shipments can be delivered on time.
- Following up with team and speeding up samples' status + samples' submission (i.e: washing approval, PP, bulk shrinkage, size set/ first bulk, shade bands, TOP, photo shoot,...) to get approvals puntually.
- Following up and submitting Developed garment test and Bulk garment test to Intertek for getting test reports on time.
- Supporting purchaser to get trims' layout approvals from buyer (i.e: main label, care label, UPC,...)
- Following up, checking, and issuing trim cards for bulk for both sewing & finishing/ packing trim cards.
- Supporting technical merchandiser internally or externally in case if she's stuck.
- Following up closely with internal production team or sub-contractor regarding bulk orders' status + shipments to assure that everything is on track.
- Directly communicate with buyer via mails, zoom calls daily.
- Supporting production team in case if any issues.
- Updating Sample WIP Report to buyer weekly.
- Updating Bulk WIP Report to buyer weekly.
- Making other reports (TAC, Bussiness plan, Shipment plan with finishing & packing trims' status, updated FOB prices to Planning + Shipping team,...)
- Calculatling polybag's dimension & carton's dimension of each style, so that purchaser can place orders for bulk accordingly.
- Making folding & packing instruction for bulks of all new styles.
- Conducting PP meeting for sewing, finishing/ packing with Production team + QA team/ QC team.

#### 4.3 – Shipment stage:

- Booking Inline Inspection/ Pre-final Inspection/ Final Inspection schedules with Intertek or with Buyer QA. → Following up Inspection Results.
- Working with Production team + Planning team regarding final ex-factory date. Then booking shipments with Shipping team accordingly.
- Double checking to ensure that TOP sample can be approved at least 7 – 10 days before shipment's exfactory date.
- Following up with Shipping team to be sure that shipments are booked with forwarders timely.
- Updating buyer daily about shipment's status/ issues.
- Dealing with Buyer to get extension if any delayed shipment.
- Working & reporting to Manager as per other requests.