

CURRICULUM VITAE



Personal information

Full Name: PHUNG THI NGOC LOAN

Date of birth: 12/03/1979

Address: 118 Tan Trang street, Ward no 9, district Tan Binh, Ho Chi Minh City.

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Certificates

- Graduated from College of Technical Teacher Training, major: Textile Technology.
- Completed a Time Management Course at International Language Academy Viet Nam (Nord Anglia Education Group) in July 2001.
- Has been training in Colombo – Silanka for Work Study and Production management on July-2002
- Complete an Effective Supervisory Skills Course at Apollo Education and Training Viet Nam in June 2003.
- Had taken an Import & Export Extra Course in 2006.

Languages ability

Good command of both written and spoken English

Computer using skills

Good IT skill including Excel, Word.

Willing to learn any Internal Product Data Management System.

Working Experiences

The position in garment, since 2/2012 to 10/2022

Position: Senior Merchandiser – MGF Sourcing Vietnam Office since 2/2012

And has been promoted to Merchandising Manager from 2019

In charge for all EXPRESS/TALBOT/BELK triangle business in Viet Nam. Work Direct with Korea & Taiwan office.

- **Operational Responsibilities**
 - Responsibilities to run a merchandise team according to business objectives and strategies laid down by the Sales office.
 - Provide day-to-day operational directions and support to the production merchandising team to ensure customer orders are fulfilled, delivered on time, and within specific quality guidelines and targeted prices. Monitor and manage factory productions.
 - Oversee the fulfilling of sample requests (fit samples, photo samples pre-production samples etc.) and the approval of lab dips, labels, buttons and other accessories to ensure timely and efficient production.
 - Assist to track and review all relevant info with regards to all production status.
 - Act as liaison between customers, sales office and suppliers. Negotiate delivery dates. Be the eyes and ears of the sales office and keep sales office updated of any/all issues associated with local productions.
 - Partner with local and overseas Technical and QA teams to ensure brand requirements are met, i.e. fit, fabric, yarn, color, wash, general quality assurance and production techniques – set priorities when needed.
 - Research new production resources. Coordinate with Technical and QA teams to inspect new production resources.
 - Can be hands-on and act as the back-up person for the local production merchandisers.

- **Management Responsibilities**
 - Act & manage as dotted line manager to all triangle merchandisers to ensure that there is compliance with job responsibilities and respective divisional objectives. Provide feedback to senior management in sales office on overall running of the team and if there is need for call-out.
 - Ensure triangle associates are well trained to do their jobs. Provide accurate, current information to associates to assist them in their duties. Coach associates regularly on production quality, good-value products, achieving timely deliveries and providing quality service.
 - Monitor overall triangle team's morale, create an open atmosphere so that communication problems can be ironed out.

From 12/2007 to 7/2011 Worked as Senior Merchandiser in Perry Ellis International Vietnam Office

Main duties:

FACTORY SOURCING / SOCIAL COMPLAINT DOCUMENTS ARRANGING

- Review factory profile for factory qualify
- Request and review the Technical / Social compliance form
- Submit the form to Quality , Social Compliance Dept for audit schedule
- Follow up to get the audit result

COSTING

- Receive the Costing request from US office
- Get the styling information from the PDM system
- Work with mill , Trim supplier for fabric and trim quotation
- Provide all info for factory and request for the Garment FOB.
- Collect garments FOB from all factory , review and make sure the fabric / trim price correct
- Negotiate with factory and select the best FOB / Garment delivery to work with US Sourcing team for FOB/Garment delivery approval and order confirmation.

PRODUCTION FOLLOW UP

- Fabric / trim submit for quality , lay out approval
- Follow up with factory to make sure fabric , trim ETD is follow the TNA
- Help factory to work with nominated supplier if any issue for fabric and trim
- Follow up sample submit / approval schedule
- Work with US team if any technical issue , production issue , shipment issue

From 7/2006 to 12/2007: worked as a Quality Controller, in charge of AEO Brand in Li & Fung Trading Office.

Main duties:

- Work with factory to follow up sample, EMB, Printing, Washing approval status... base on PSR.
- Review sample all sample before submit.
- Review sample , PDM and advise factory the easy sewing way for bulk production / send mock up for approval
- Do the in line inspection to help factory to avoid the quality issue. And improve the GMT quality.
- Follow up the EMB , printing , Washing to make sure to get the buyer requirements
- Do the final inspection

From 7/2000 to 7/2006: worked as a Work Study assistant Manager in Fashion Garments LTD.

Main duties:

- Get the document from Mer. Dept -do the estimate SMV (standard minute value), capacity, no. of machine for Costing report.
- Arrange pre – sampling meeting with Production Manager, Quality Assurance Manager & Sample manager to find the way to saving the cost and sewing time by finding the suitable folder, attachment, and machine or change the garment construction...
- Guide for Garment engineer study the easy sewing way and suitable attachment , machine need for new style in bulk product
- Guide for Technical staff & sewing line supervisor to do the pilot run to make sure the

understanding about new style to minimize the problem happen during starting the new style line fitting.

- Check SMV (stand minute value) of making garments in production , Lay out , Thread consumption
- Arrange pre-production meeting to divide responsible of pending issue and make sure all relevant Dept have same information of the new style before start production
- After fitting the new sewing line - Guide for Garment engineer to Work with Quality manager and QC Buyer to solve quality & technician issue to get the quality standard
- Guide for Garment engineer to review all operation timing, improve the operation handling, re arrange the work place ... in order to get 100 % target after new line fitting 3 day
- Attend Daily meeting with pro-Assistance, Supervisor and technician to review problem inline to find the way to solve the problem and report for director.
- Guide for Garment engineer checking sewing, cutting section, packing section daily efficiency & find the way make sure to get earning target for each line.
- Do the monthly lost time report
- Do the Activity report.

Thank you,

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