



HOANG NGUYEN DUC DUY

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PERSONAL PROFILE

I graduated in May 2022. Until now, I have over three years of experience in the field of planning and purchasing at retail and distribution. Some product categories I have worked with include fresh food and dry food, mom and baby care, healthcare and cosmetics, chemicals and food ingredients.

I have strong ability to manage stock levels, build ordering plans, forecast demand and coordinate with suppliers to ensure stock allocation across multi-store networks. Skilled in data analysis and market research could help me to support category performance through data-driven insights.

I am now looking for a new job in the field of planning (demand/supply) and procurement (merchandising/buyer).

SKILLS

Communication and Presentation Skills

Led my team during university projects. I also presented team project results and assigned topics.

EDUCATION

UNIVERSITY OF ECONOMICS HO CHI MINH CITY (UEH)

AUGUST 2018 - MAY 2022

Bachelor of International Business

- GPA: 8.7
- Scholarship: UEH Academic Incentive Scholarship 2018, 2019, 2021 semester.
- Certificate: TOEIC (English), IC3 (Microsoft Office and Windows).
- Extracurricular activities: Member of Learning Dept (Youth Union Faculty), Member of PR Dept (Commerce Club).

WORK EXPERIENCE

Demand & Supply Planning Executive | Asia Ingredients Group

MAY 2024 - NOW

- Developed ordering plans for assigned product groups weekly; created purchase requests (PR) to process new orders.
- Utilized Microsoft Dynamics 365 ERP system to integrate and manage purchase requests, forecasting data and product information.
- Built and updated supply forecasts for key suppliers monthly.
- Analyzed sales and inventory reports to estimate demand forecasting data.
- Measured forecast accuracy; coordinated with sales team to improve demand metrics.
- Balanced stock and demand to place ad-hoc orders in some special cases (due to price changes, shortages, new deals, buffer stock, etc).
- Reviewed and approved sales orders aligned with sales demand plans and stock availability.
- Coordinated with logistics team to establish inventory reports; followed slow-moving, near shelf life and quality issue items.

Lessons learned: Enhanced capability in forecasting and developing order plans particularly for long lead time imported products; strengthened communication skills and advanced data analysis; gained a general understanding of B2B distribution operations.

Supply Planning Executive | Guardian Vietnam

APRIL 2023 - FEBRUARY 2024

- Reviewed and ordered the correct stock at the right time; controlled stock levels to align with company targets at the store and distribution center.
- Processed information about purchase orders and product categories on Oracle NetSuite ERP system.
- Tracked shipping progress and monitored vendor shipping service levels to reduce lost sales due to late delivery.
- Coordinated with suppliers to solve problems related to product information.
- Provided forecast and data analysis to create ad-hoc order quantity based on reports of promotional campaigns and market trends.

Critical Thinking

I always find and research detailed information carefully before drawing conclusions. I also maintain an open-minded approach when receiving feedback or new information.

Data Analysis & Forecasting

Confident in handling data using advanced formulas and visualization. I also know some basic forecasting models (simple average, exponential smoothing, regression,...).

Technical Skills

ERP systems (Oracle NetSuite, Dynamics 365); Office applications (Word, Excel, PowerPoint, Power BI); AI applications (Copilot, ChatGPT, Gemini,...).

- Worked closely with other departments to ensure stock availability during seasonal periods.
- Supported stock orders and planogram reviews for new store openings.
- Made monthly reports on product inventory, vendor shipping status, sales and profit of assigned SKU items.

Lessons learned: Improved planning and order processing skills for the large network of stores; developed the ability to do multitask and analyze data through many encountered situations; learned more about retailing and working culture at a global business.

Planning and Ordering Executive | King Food Market Corporation

JULY 2022 - APRIL 2023

- Made and processed orders on the company system; updated information about orders and product categories.
- Monitored shipping progress of orders and product inventory.
- Worked with suppliers to handle merchandise issues and ensure that products were available at stores at the right time, in the right quantity and at the required purchase price.
- Handled returns and exchange requests from stores and distribution centers.
- Transferred goods between stores to ensure goods were properly allocated based on instant sales data.
- Coordinated with other departments to solve problems related to product quality, prices and promotion.
- Supported building the planogram and assessing merchandise displays in stores.
- Made periodic reports on product categories, damaged stock, discounts, sales, profit and inventory status.

Lessons learned: Acquired general experience about ordering and purchasing in retail business; developed skills in situational analysis and assessment; enhanced problem-solving skills and the ability to do multi-tasking.

Purchasing Intern | Con Cung Corporation

OCTOBER 2021 - JANUARY 2022

- Handled purchase documents such as sales contracts, delivery notes, invoices, debit notes, packing lists, new product codes, etc.
- Tracked the shipping progress of orders delivered directly to the stores.
- Updated and monitored inventory data for allocating merchandise to store units.
- Worked closely with suppliers to process supply orders.

Lessons learned: Accumulated general knowledge in supply planning; improved the ability to work independently and adapt to corporate culture; besides, by coordinating with suppliers for handling orders helped me to develop problem-solving skills.