



# Jimmy Tuan Hoang

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**Address:** Vu Ninh- Bac Ninh

## BASIC INFORMATION

**Birthday** : 01/12/1984  
**Nationality** : Local Vietnamese  
**Job title** : Operations Manager  
**Job level** : Director and above  
**Experiences** : 14 Year(s)  
**Gender** : Male  
**Maritality** : Mariage

## OBJECTIVE

Supply chain management with over 14 years' experience in multinational organizations. Excellent project management skills, coupled with a strategic outlook and proven leadership ability. Seeking to continue career at a higher level within a multinational organization.

## EXPERIENCES

05/2016 - 12/2019

### COMPANY :

**JT Vietnam & Highsun Optoelectronic Co., Ltd** A leading vendor of glass technology for Samsung Electronic Vietnam

### POSITION :

***Operations Manager***

### DESCRIPTION :

Manage overall operations and is responsible for the effective and successful management of labor, productivity, quality control and safety measures as established and set for the Operations Department. Ensure safe and efficient operations. Serve as a company representative on regulatory issues. Enhance the operational procedure, systems and principles in the areas of information flow and management, business processes, enhanced management reporting and looks for opportunities to expand systems.

### **Responsibilities:**

- Recruit, select, train, assign, schedule, coach, counsel and discipline employees

- Forecast requirements; prepare an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions
- Contribute operations information and recommendations to strategic plans and reviews; prepare and complete action plans; implementing production, productivity, quality and customer-service standards; resolving problems; complete audits; identify trends.
- Develop operations systems by determining product handling and storage requirements; develop, implement, enforce and evaluate policies and procedures; develop processes for receiving the product, equipment utilization, inventory management and shipping.
- Analyze process workflow, employee, and space requirements and equipment layout; implement changes
- Maintain a safe and healthy work environment by establishing, following and enforcing standards and procedures; complying with legal regulations
- Responsible for all department managers and supervisors, with review/approval responsibility for all operations employees
- Responsible for all aspects of vehicle and heavy equipment rentals
- Establish contracts and pricing and ensuring proper maintenance and serving as primary liaison with utilities and local government agencies, such as fire, police, health and safety agencies
- Manage relationships with key operations vendors
- Track vendor pricing, rebates and service levels
- Review and approve all operational invoices and ensure they are submitted for payment
- Communicate customer issues with the operations team and devise ways of improving the customer experience, including resolving problems and complaints
- Work closely with GM and management team to set and/or implement policies, procedures, and systems and to follow through with implementation.
- Work closely with the inventory manager and team to perform analysis of our inventory and ensure we are utilizing our inventory effectively, purchasing the right equipment, maintaining solid inventory data and reduce sub-rental expenses
- Communicate with legal counsel and safety department to ensure all processes remain compliant with governmental regulations

07/2011 - 05/2016

**COMPANY :**

**Elegant Team Manufacturer Limited (Europe investment)**

**POSITION :**

***Material Management Manager***

**DESCRIPTION :**

\* The company specializes in manufacturing garment products

**Main Duty:**

- Sourcing the material for prototype and trial production of the new model.
- Controlling Raw material cost of the new model and making the report to the General Director.
- Looking for supplier base on Cost, Quality or Supply security.
- Controlling performance and conducting the audit of current suppliers.
- Setting up Localization plan and follow with the supplier to finish earliest possible.
- Liaise/follow-up with suppliers and related Departments to ensure that the right items with the correct quantities are delivered on time.

- Arrange material and prepare production plan base on the material in-house status and incoming import schedule.
- Direct control Cutting section by issue cutting plan, release fabric base on order, consumption, loss rate.
- Monitor, control the stock, storage location, FIFO, and inventories.
- Working closely with the Customer and Merchandising Department to reduce the leftover fabric, Trims. Verify the leftover stock quality to confirm it can move to the new season, order if the color is matching or not.
- Arrange inspection and counting Quantity for incoming material.
- In-charge in Incoming Quality control, working directly with the supplier to solve quality problem, replacement schedule.
- Lead staffs do all jobs relative to Warehouse activities.
- Management all transportation issue.
- Maintain the IGS system (another system of open ERP)
- Report & management.

04/2010 - 07/2011

**COMPANY :**

**Samsung SDI Co., Ltd**

**POSITION :**

***Assistance Manager***

**DESCRIPTION :**

**Purchasing activities for material, machinery, equipment & spare parts:**

- Material sourcing, planning, and control according to BOM, SOP, and MRP.
- Negotiations, selection of vendors according to criteria such as price, delivery, terms & etc.
- Processing of PO, subsequently confirmation or orders with vendors.
- Expediting of delivery vs. planned delivery schedules with vendors.
- Verification of G/R or Job completion, and process documentation for payment purposes.
- Perform Purchasing & warehouse staff job rotation, job promotion and recruiting. Staff performance evaluation and the bonus scoring.

**Warehouse activities:**

- Directly manage the entire warehouse employee and operation.
- Ensure the accuracy of inventory and timely updating in the system.
- Set up the warehouse operations plan.
- Ensure the optimized storage of materials, optimized use of floor space, optimized materials flow.
- Ensure inbound and outbound shipments are accurate and free of damage.
- Ensure the efficient and safe operation of all materials handling equipment.
- Organize the audit (such as daily physical count, FIFO..) in the warehouse department.
- Perform warehouse staff job rotation, job promotion and recruiting. Warehouse staff performance evaluation and the bonus scoring.
- Working closely with the forwarding company, other departments to solve the abnormal case.
- Root cause analysis and problem resolution for all warehouse operations.

10/2006 - 04/2010

**COMPANY :**

**Amtek Precision Technology (Hanoi) Co., Ltd**

**POSITION :**

***Supply Chain Management Supervisor***

**DESCRIPTION :**

\* The company is a leading global precision metal stamping and tooling specialist with industrial design and assembly capabilities

**Warehouse activities:**

- Responsible for daily warehouse operation.
- Responsible for inventory control and ensure the accuracy of inventory at all the time. - Ensure all materials / finished goods are checked and stored in the designated storage area.
- Ensure work procedures are in compliance with safety and in accordance with company guidelines.
- Maintain good 5S housekeeping practice for workplace cleanliness.

**Purchasing activities: -**

Sourcing material

- Price comparison
- Negotiation to finalize the price in order to issue PO.
- Prepare and verify the payment document before submitting to Operations Manager for approval.
- Report and other tasks as superior order

**Internal Auditor for the quality system and environment system follow ISO 9001 and 1401.**

**EDUCATION****SCHOOL NAME :**

National Economic University

**TIME :**

09/2002 - 09/2006

**DEGREE :**

Bachelors

**MAJOR :**

Business Administration

**LANGUAGE**

English	Advance
Chinese (Mandarin)	Intermediate

**SKILLS**

Customer Service	Supply Chain Management
Operations Management	Purchasing and Sourcing

REFERENCES

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**FULLNAME :**  
Thomas Hessing  
**POSITION :**  
General Director  
**COMPANY NAME :**  
Elegant Team Manufacturer  
**PHONE :**  
0988524061

**FULLNAME :**  
Park Young Tae  
**POSITION :**  
General Director  
**COMPANY NAME :**  
JTVietnam Co., Ltd  
**PHONE :**  
098990819