**Socialist Republic of Vietnam**

Independence - Freedom – Happiness

**RESUME**

**PERSONAL AND CONTACT INFORMATION:**

* Full Name: Nguyễn Phan Ngọc Anh
* Date of birth: 03/03/1987
* Place of birth: HCMc
* Identity card: 023474901
* Date of Issue: 19/08/2014
* Place of Issue: HCMC Police Department
* Material Status: Single
* Contact Address: 870/8 An Duong Vuong St., Ward 13, Dist. 6, HCMc
* Residence Address: 870/8 An Duong Vuong St., Ward 13, Dist. 6, HCMc
* Mobile: 0935 106 284
* Email: [npna0303@gmail.com](mailto:npna0303@gmail.com)

**SUMMARY:**

* I have an expectation to build an effective procurement system through spend analysis for various categories, aiming to successfully upgrade the purchasing process to procurement.
* I have 14 years of work experience in purchasing goods for the Pharmaceutical Industry and managing teams.
* Implemented new procurement processes that resulted in a 20% decrease in procurement costs.
* Have experience in setting up a new factory and ensuring products comply with EU standards. Managed the procurement of goods and services for multiple construction projects and product projects simultaneously.
* Managed sourcing and procurement for a portfolio of new product projects aligned with business strategy.
* Have experience years in activities of import export and sufficient knowledge of procurement.
* Well knowledge in activities of production plant and regulations, laws, and circulars related to import and export activities, trade, and pharmaceutical industrial.
* Pro-active attitude and decision-making skill.

**EDUCATION AND OTHER CERTIFICATES :**

* Degree: Bachelor of Arts (International Business Administration major)
* English for communication
* Office computer skill

**KNOWLEDGE AND SKILLS:**

* Understanding and knowledge GMP, SOPs;
* Strong knowledge of regulations, laws, and circulars related to import and export activities, trade, and pharmaceutical industrial;
* Knowledge of import-export activities and international payments;
* Communication; negotiating with partners;
* Problem – solving skill;
* Decision-making skill;
* Skill of development and management Supplier;
* Skills of analysis; evaluating and resolving situations arising in the order-fulfillment process;
* Teaching and training skills.
* Time management skills.

**EXPERIENCE RECORDS:**

1. **PROCUREMENT MANAGER**
2. **RV GROUP: From 09/2021 till now**

(a Multinational pharmaceutical company with a significant presence in the ASEAN like Vietnam, India, Myanmar, Philippines, Singapore, Cambodia,…).

* Position: Procurement manager for 3 companies: OPV Pharmaceutical JSC, Reliv Healthcare Limited Company and RV Group Vietnam Limited Company
  1. **RV-OPV Pharmaceutical JSC**
* **Main responsibilities:** Procurement for activities of operation and new projects (including procurement of goods and services for multiple construction projects and product projects as EU project, tech transfer project, Site transfer project and new product for business strategy)
* **Key achievements:**
* Implemented new procurement processes resulting in a 20% decrease in procurement costs and cut down delivery time through analysis purchase value and supply risk.
* Effectively managed a portfolio of 20+ projects with varying deadlines resulting in 100% on-time delivery

+ Successfully implement project of Installation solar system, ISO 13458, ISO 9001- 14001- 45001.

+ On time purchased goods and services for construction, machines for production and machines/ equipment for QC to (1) upgrade capacity of factory and (2) EU project.

+ Achieve target of deadline for sourcing and procurement for a portfolio of new product projects in business strategy, especially products of EU project.

+ Established a supplier relationship management program resulting in 50% reduction in supplier-related issues.

* 1. **Reliv Healthcare Limited Company**
* **Main responsibility:** Manage manufacturing contracts of finished goods with local companies.

**Key achievements:** Ensue the supply of goods to the market according to demand.

* 1. **RV Group Vietnam Limited Company**
* **Main responsibilities:**

+ Prepare Material Requirement Planning based on manufacturing contracts of finished goods to supply to manufacturing companies;

+ Follow up and manage to supply of raw material and packaging materials

* **Key achievements:** Ensue the supply of goods to the market according to demand.

1. **AMPHARCO U.S.A PHARMACEUTICAL JOINT STOCK COMPANY:** from 03/2019 till 09/2021

* **Key responsibilites:**

+ Manage the company's input buying process for purpose of saving costs and strategies of developing of company;

+ Responsible for finding suppliers, negotiate prices, conditions of purchase with suppliers for the items to set up new company complied with EU;

+ Manage and follow up employees' purchasing processes to respond to requirements for business and production.

+ Solve problems, complaints related to goods with suppliers or related departments in the company that the employees cannot resolve;

+ Review & check orders, contracts before submitting them to the BOD for approval.

* **Key achievements:**

+ Build the stable suppliers for company in bidding for input products/services to ensure that purchased goods / services meet the Company's requirements with the most competitive and transparent prices, and the best quality.

+ Successfully gained target of saving cost.

1. **PURCHASING LEADER**
2. **OPV PHARMARCEUTICAL JOINT STOCK COMPANY**: from 03/2015 to 03/2019

* **Key responsibilities:**

+ Plan and implement procurement to assure better buying of better material and/or services at a better cost according to such strategy and concrete plan;

+ Supervise team to assure that RMs are delivered on time;

+ Create weekly working plan for team;

+ Resolve highlighted issues by end user from vendor on case to case basis;

+ Vendor evaluation meeting with key vendors to share feedback and improvement plan (if any);

+ Performing vendor master data management to ensure vendor list is updated and available to support for purchasing process;

+ Coordinated with end user/ vendor for supporting documents on details in activities of registration in pharmaceutical industry

+ Prepare and analysis data for procurement reports including saving analysis report, expense report,; highlight issues to board of director for further actions;

+ Consult and support for team of other categories in resolving problem and conduct procedures.

* **Key achievements:**

+ Successfully built OK List of products complying with registration as well as law policy in pharmaceutical Industry after issued Decree 54 by government;

+ Successfully built approval vendor list and specification list for company;

+ Successfully built principal contract with priority suppliers or with key APIs

+ Successfully gained target of saving cost;

+ Successfully built SOPs of purchasing department.

1. **SAVI PHARMARCEUTICAL JOINT STOCK COMPANY:** from 2009 to 2014

* **Key responsibilities:**

**+** Perform to supply suitable materials for approved business & production plan(include the right type, quantity, quality stability, and goods with reasonable price, delivery time, payment and after sales service);

**+** Apply for import license, foreign contracts, customs clearance, procedures for delivery of goods (from ports and airports to warehouse);

**+** Build, develop, and manage supplier system by each separate category.

**+** Build-Implement of procedures for evaluation, assessment, and classification of suppliers;

**+** Build price of raw materials according to the norms of the product;

**+** Deal with issues arising during contract performance including complain quality, quantity, category arising wrong with a signed contract and solve any problems arising outside contract.

**+** Manage all import and export activities: Planning, assigning and supervising the entire operation export - import, ensuring that all employees will perform tasks as outlined plan.

* **Key achievements:**

+ Successfully negotiated with almost suppliers to change method from advance payment to payment after delivery;

+ Successfully gained target of saving cost;

+ Successfully built data of standard lead time to assure purchasing activities processed with estimate plan.

+ Successfully built price data for analysis and comparison.

* **Other activities**:

+ Attend seminars of companies (DKSH, Develing, Shine Resource).

+ Participate in bid project team for WHO. through its partnerships include GSK, Eskazole/ Zentel export to GSK Japan and OrangeLine products to GSK Singapore.

+ Participate in the program "Savi Customer Appreciation" of Sales Marketing;

+ Take part in the committee welcoming the training departments and the foreign partners to visit and work in Savipharm;

+ Participate in the ceremony to receive GMP certification by the Japanese Ministry of Health, attended by Mr. Nguyen Quoc Trieu, Minister of Medicine;

+ Participate in the organization, which announced the results of Workshop on “Assessment of Bioequivalence SAVI ® products Trimetazidine MR 35” of the Savipharm Company;

+ Receive the purchase of packaging, chemicals, and equipment when required;

+ Sale of raw materials from 03/2011 to 2014./.