

CURRICULUM VITAE

HO NGOC KIM TRANG

Personal Information:

Sex: Female

Date of birth: October 24th 1991

Place of birth: Tien Giang Province

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Career Objective

- Getting more knowledge and experience in order to achieve in my career life.
- Working in professional environment in which the condition will give me a change to get promoted in the work field.
- learn how to do team work efficiently
- Contribute my knowledge, effort and hard-work into profitability of the company.
- Always strive my best to improve my English and communication skills.

University:

2009-2013

Sai Gon University

Faculty: Accounting

Soft Skill:

- Have good spoken, written, communication skill in English.
- Skillfully use in Microsoft Office (Word, Power Point, Access, Excel).
- Good in negotiating, persuading, relationship building & solving problem.

Work Experience:

***** 06/2013- 10/2014: Purchasing Staff in Thanh Phu Plastic Packaging Co., Ltd.**

- Issue PO, manage inventory and ensure the safety raw materials for production with local & oversee Supplier. Order RMs such as: resin, film, ink, solven, thread, zipper, carton,...
- Find new potential suppliers the most appropriate to approve the BOD and develop, set up the supplier data base to ascertain the best product, payment term, competitive price, delivery on time and quality.
- Negotiate with suppliers on price, rebate, payment term and delivery schedules.
- Making a sales contract, supervise and monitor the progress the delivery time.
- Checking shipping documents for imported goods, closely co-ordinate with Forwarder to ensure compliance with the company's import policy.
- Making payment profile purchases, track orders liabilities of the vendor. Coordinate with Accounting Department to closely manage purchasing costs, check, control proposals, attend departmental spending requests. Ensuring maximum savings for the company.
- Data management, ensure safety data and perform reporting in weekly, monthly, quarter and yearly for BOD.
- Analysis and Forecast PO fluctuations to arrange place the futher order.
- Contacts, settling complaints related to the quality and quantity with the Suppier.
- Store, manage contracts, records of suppliers, manage of prices.
- Other task as assigned.

*****11/2014-10/2017 : Purchasing Executive in The Line Co., Ltd.**

- Check demand of material with actual demand and stocks.
- Working with the local and oversea supplies about material, price, payment term, approving the sample, testing report and delivery date.
- Place orders . Checking shipment documents & processing payment request.
- Follow up the delivery and ensure the goods is delivered on time.
- Claim Supplier if any problem.
- Cooperatively work with other department to resolve all relevant issues.
- Looking for new suppliers, prices and other conditions.
- Manage the database of suppliers, prices and payment term.
- Perform other duties as assigned.