**Curriculum Vitae**

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| **PERSONAL DETAILS:**   * Name: Nguyen Thi Tuyen * Place of Birth: Quang Binh * Marital status: Married * Handphone: 0902204291 * Email: tuyennguyenthi1208@gmail.com   **PROFESSIONAL PROFILE:**  With more than 10 years of experience providing a qualified representative with a background in procurement. Acknowledged for taking initiative, for working well under high pressure and for being a team player    **SKILLS:**  **English:**  Good listening-speaking-reading-writing English skill  **Computer science:**   * Microsoft Office: Word - Excel -PowerPoint * Others: Email, Internet * Ability to work with office equipment: Fax, Photocopy, Scanner, Projector. * Well-typing   **OTHER INFORMATION:**   * Problem solving skills * Communication skills * Market research skill * Well-organized, committed, high responsibility spirit and ambitious * Good at team working, and willing to work under high pressure * Eager for learning and assist other people * Patience and highly independent * Analytical ability | **EDUCATIONAL HISTORY**   * Feb-2017 Procurement foundation course in Singapore * 2002-2006 Ho Chi Minh city Open University, Major in Business Administration * July-2006 Certificate of English Communication at APOLLO center * May-2005 B level English certificate, issued by University of Education * Oct- 2004 B level at computing at TTC Center   **WORKING EXPERIENCE**  **OCT 2008 – PRESENT: UNILEVER VIETNAM INTERNATIONAL COMPANY LTD.,**  **2008- 2012: Raw material supervisor**  **Main responsibilities:**   * Order management and shipment monitoring for total Personal care/ Fabric conditioner/ Household care. * Create contract, PO for approval and send PO to supplier * Follow up with supplier/forwarder to get the best shipping schedule based on Delivery date for production. * Work with Planner and Supplier for order management (quantity, delivery date, plant, vendor, lead-time…) * Solve issues, problem arising related to raw material from purchase order until it is used completely in factory * Follow up AP for payment if any request from supplier * Create/Adjust vendor information   **2013-2017: Raw material Procurement Assistant manager**  **2018- Present: Packaging Procurement Assistant manager**  **Main responsibilities:**   * Take lead in assigned category management by managing all procurement KPIs (Saving, Day on hand, Quality & Service, Supplier compliance, On Time In Full and Resilience), supplier’s performance and all related issues (price, payment term, incoterm, delivery, quality) * Take lead as a Champion for 2 KPIs : Supplier Compliance and On Time In Full to achieve the targets from the management team * Collaborate with internal stakeholders including regional/global team and cross-functional teams to deliver saving projects, implement new innovation project and ensure continuous improvement in supply chain. * Develop contingency plans and alternatives to ensure supply security and competitive price for business. * Translation of price trends into local conditions (tariff, logistic cost, exchange rate…) * Communicate price trends with market insights to business as an input to their cost impact analysis and develop action plan if necessary. * Update raw material/ packaging demand forecast to supplier for well stock management * Works to develop close relationships to key suppliers in order to enhance supply chain performance * Look for new source of supply for new materials and then support cross-functional teams to build business case for new projects * Analysis and evaluate information on market to negotiate the best price with supplier * Collaborate with tender team to open E-tender event every year * Support global/ regional team to get market information in local if needed * Build up the long-term plan for sustainable sourcing and the strategic sourcing plan for each project Implement and follow up contracts including SAP contract, Purchase order processing * Track and monitor daily operation of supplying: innovation, inventory, quality, supplier’s capability, payment, contract, PO…) * Ensure 100% suppliers to be compliant in Responsible Sourcing policy * Ensure 100% contract are finalized an agreed   **AUG 2006 TO OCT 2008: PUNGKOOK CORPORATION**   * In charge of purchasing Plastic, Handle from overseas and local supplier for processing backpack, suitcase, fashion handbags… * Support Sales team, R&D team to ask the samples for development of required designs from customers. * Create PO on ERP system and follows up order process, delivery schedule, shipping document for customs clearance. * Follow up delivery progress of the purchase and ensure on time deliveries * Contact supplier to get information on price, quality and delivery capabilities for goods/service required. * Solve issues arising related to plastic, handle from purchase order until it is used completely in factory |