# Personal Information

Full Name: **Nguyen Ngoc Anh**

DOB: 23 Mar 1991



Gender: Female

Marital Status: Single

Nationality: Local Vietnamese

Languages: Good in English

Current Address: District 8, HCMC

Mobile phone: 0932214580 Email: ngocanhnguyen2303@gmail.com

# Education

**06/2013 University of Economic Ho Chi Minh City**

Bachelor of Business Administration - Major: Foreign Trade, GPA: 7.69

**09/2019** **PASTEUR PHARMACY COLLEGE**

College Pharmacist

# Skills / Assessments

**Management**

* Comprehensive understanding of procurement legal frameworks and contract law.
* International procurement experience.
* Ability to provide robust analysis of statistical data.
* Strong commercial negotiation skills with an ability to influence others.
* Ability to work and operate in a team environment.
* Proficient in the use of Microsoft Word, Excel, and Outlook.
* Ability to lead cross-functional teams to a successful outcome.

**Personal**

* Excellent written and verbal communication.
* Resourceful, well organized, dependable, efficient and detailed oriented.
* Comfortable working in highly technical environment.
* Good reasoning abilities and sound judgment.

**AREAS OF EXPERTISE**

* Procurement Management
* Negotiating Prices
* Contract Tendering
* Supplier Management
* Pharmacy Sector.

# Summary Of Experience

**01/2017 – Present UNITED INTERNATIONAL PHARMA**

External Affairs Specialist

**06/2013 –12/2016 SAMURAI Co., LTD**

Purchasing Manager

# Professional Experience

**01/2017 – Present UNITED INTERNATIONAL PHARMA**

* ***United International Pharma*** *or UIP, is a 100% foreign-owned company in Vietnam engaged in the manufacturing and promotions of pharmaceutical products. It is a subsidiary of the Unilab Group of companies, which is one of the leading pharmaceutical companies in Southeast Asia and in the Indo-China region. Licensed in 1995, the company operates pharmaceutical plant in Vietnam that comply with WHO - GMP standards, producing well known products such as Decolgen, Alaxan, Enervon, Obimin and Atussin, which is among a list of 75 SKU’s in its current portfolio.*

**External Affairs Specialist**

**Duties**

* Translate Government official letter, Decree related to DAV’s feedback or MOH’s official letter to English.
* Assist for Legal Manager to prepare Distribution Contracts, Toll Manufacturing Contract, Sale contracts.
* Prepare dossier s for PR acivities: Golden Dragon Awards, Vietnam high quality goods ; Advertising on Pharmacy and Cosmetic Magazine; Sponsor activities for MOH
* Prepare drug analysis procedure and other relative dossier to send to Provincial Drug quality control Center for testing drugs circulating in the market.
* Produce reports, presentations and brief when necessary.
* Analyze case study related to Pharmaceutical business such as Research Local Companies, Trend of Drug demand in Global, Research direct competitors…..
* Monthly report the amount of dossiers submitted to DAV, new regulations in Drug registration, Bidding and Import Drugs
* Attending meetings with Distributors (Viet Ha, Dai Phat Pharmacy Company) to negotiate distributor policies and contracts.
* Usually attend training of DAV to cash case for other teams in company.

**06/2013 – 12/2016 SAMURAI Co., LTD**

* ***Company industry****: M&E (Refrigeration, elevator, and generator)*
* ***Samurai*** *is a prestigious brand that creates the leading refrigeration products in technology, which is imported from Thailand. The aim is to meet all the needs of the best customer. Our goal is to optimize product quality, design and installation services, according to the schedule and budget of our customers. We understand that time and cost are very important, so Samurai always exceeds customer expectations.*
* ***Organization profile:***[*www.samurai.com.vn*](http://www.samurai.com.vn)

**06/2013- 06/2015 Purchasing Executive**

**06/2015- 12/2016: Purchasing Manager**

**Duties**

* Communicating and contacting with suppliers, customers, about the receiving and delivering schedules, prices. Negotiate with foreign partners such as Chinese (Chigo, Changhong Air Conditioning) Malaysian, and Thais

Achievement: Direct negotiate with Foreign Partner to get OEM Air conditioner contract (with trading value about 200,000 USD)

* Forecasting price trends.
* Developing a purchasing strategy.
* Ensuring inventory levels are adequate for the business.
* Developing relationships with suppliers.
* Forecasting future demands.
* Finish all issues after importing such as: documents, checking from government…
* Update and review imported tax and payment term. Check the Import documents, calculate the tax, ship fee, warehouse fee.
* Work with logistics, forwarder.
* Contact with the bank to do international payment, open LC.
* Contact to Customs to making clearance procedures of goods from abroad, exporting goods to abroad.
* Solving problems arising in activities related to import.
* Testing Purchase order of domestic suppliers.
* Negotiate and Sign contract with Domestic Suppliers and Partners: Daikin Viet Nam, Sang Ban Mai Generator, Seabank, Sapharco, Insitute of Drug Quality Control Hochiminh City, and AIA Thanh Hoa

Supplied equipment for Projects as below:

* Aconditioners, Elevator, Generator for Seabank Da Nang (trading value over 9 billion VND);
* Lift truck Sapharco Pharmacy Company (trading value over 4 billion VND);
* Supply Generator for Insitute of Drug Quality Control Hochiminh City.

# Remuneration

**Expected Salary:**  **NEGOTIABLE**

Noticed period/Interview Availability: **NEGOTIABLE**