

**Pham Huynh Minh Phuc (Ms.)**

189/32 Hoang Hoa Tham Street, Binh Thanh District, HCMC.

0908.559.095 / [phuc.phamhuynh@gmail.com](mailto:phuc.phamhuynh@gmail.com)

Dear Recruitment Team,

I am submitting this profile to express my strong desire towards the position as Commercial Officer in Hyogo, Japan. I believe my credentials are suitable to the job requirements and hence wish to apply for this post.

With a total more than 4-years' procurement experiences, I have gained strong familiarity with both purchasing and import responsibilities. As part of my role, my roles are mainly related to foreign and domestic suppliers networking, anticipating purchase demand as well as maintaining purchased quantities and placing orders accordingly. In addition, delivery inspection and import documentation preparation are covered as daily function. Also, my usage of specific purchasing tools (eg: SAP, WEB-EDI) & Ms.Office skills are of proficiency. I consider my negotiation, organizational and data interpretation skills to be my strengths which will prove valuable in fulfilling my job commitments.

I'm convinced that I can provide you with more detailed information to see what positive contribution I could make if given a further interview chance.

Best regards,

Pham Huynh Minh Phuc

# PHAM HUYNH MINH PHUC



Address : 189/32 Hoang Hoa Tham, ward 6, Binh Thanh district, Hochiminh City.

DOB : 05/09/ 1990

Email : [phuc.phamhuynh@gmail.com](mailto:phuc.phamhuynh@gmail.com)

Phone : 0908559095

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**OBJECTIVE** Seeking a challenging opportunity in overseas environment where my resourceful experiences will add up value to the organization.

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## **EDUCATION FOREIGN TRADE UNIVERSITY – HO CHI MINH CITY**

Bachelor of International Business Management (2008-2012) : GPA 8.05/10

**French** (Basic): A1

**English** (Upper Intermediate): IELTS 7.0

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## **WORKING EXPERIENCES MAR 2015 - JAN 2018: HELLA VIETNAM – PURCHASING EXECUTIVE**

### ***Responsibilities with direct report to Hella Shanghai***

- Source potential suppliers within the defined material group strategies, and in accordance with automotive standard BOM requirements.
- Manage master data (material info-record price & scheduling agreement) up to date in engineering change (SAP & Business Datawarehouse system)
- Provide monthly/quarterly analytical reports (price, purchasing value, material group) to track China Purchasing Department's KPI (locations: Shanghai, Jiaxing, Changchun and Xiamen).

### ***Responsibilities with direct report to Managing Director in Hella Vietnam***

- Be the sole operator responsible for Hella Vietnam overseas and domestics purchasing activity from the request step to final receiving status.
  - Successfully design and operate purchasing procedure & KPI in compliance with ISO/TS16949 standards (Hella Vietnam 1<sup>st</sup> certification achieved in June 2017).
  - Strengthen and improve suppliers' relationship: take lead role in sourcing decision committee from purchase request's technical requirement; carry-out supplier performance quarterly evaluation.
  - Obtain, evaluate quotations (according to both Hella Global quality standard and technical specs) and negotiate contract commercial terms.
  - Follow-up shipment delivery between suppliers & forwarders – import document included.
  - Support engineers in sending procedure of testing products to other Hella branches.
  - Monthly Purchasing Forecast and Cashflow cost allocation report to adapt project demand and also optimize cash-flow and depreciation situation.
- Issue payment slip document in accordance with payment schedule.

#### **JAN 2013-2015 : CLASSIC FINE FOODS – PURCHASING ASSISTANT**

- Perform daily foodstuffs procurement as well as inventory control – liaise between supply orders and customer orders with internal personnel (logistics, sales team, customer service).
- Sea & air import shipments forecast (weekly; monthly; periodically) ; arrange appropriate delivery schedules.
- Interact with both local and overseas suppliers: Purchase Orders processing and shipment following up.
- Check and prepare required customs clearance and sanitary registration documents (e.g: import permit, quality declaration, and sanitary inspection).
- Claim settlement in case of any bad quality or missing products.
- Import prices with customs government upon receiving invitation.
- Contact embassies/ consulates/ sanitary departments if any troubles occurred to import shipments.

#### **MAR - DEC 2012: HSBC VIETNAM – TRAINEE**

Support HR branding department in events set-up (job fair, career talk) and also CV classifying for resourcing process, as well as employment commencement package documentation.

#### **JUNE - SEP 2011: SAIGONPAPER JSC – INTERSHIP**

- Source and inquire semi facial paper and rotary joint from Chinese manufacturers.
- Translate testing machine's technical troubles to support factory technicians.

#### **2010-2011: BLUEWAY EDUCATION & INFORMATICS JSC – CONTENT WRITER FREELANCER**

Content writer of FLASHCARD products - creative tool which aids memorizing English vocabularies for IELTS, TOEIC, TOEFL iBT.

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**OTHER QUALIFICATIONS** **2009** Business English Translation & Interpretation  
**2010** International Trade Course (Export Contract)  
Secretarial Work Course  
**2011** Export & Import Professional  
English Course in Marketing Professional  
**2016** Purchasing & Procurement Management  
Essential Time Management  
Effective Communication  
Successful Negotiation

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**ACTIVITIES** - Member of Minh Duc charity foundation since 2011 (raising fund for medical check and medicine prescription to difficulties)

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#### **REFERENCES NGUYEN THI THANH HAI (MS.) : BRANCH MANAGER – CFF DANANG OFFICE**

The former Office Manager – CFF Hochiminh.

Email : [mshai@classicfinefoods.com.vn](mailto:mshai@classicfinefoods.com.vn)

Phone: upon request

#### **NGUYEN HO PHUONG THAO (MS.) : CUSTOMER SERVICE TEAM LEADER**

Email : [thao.nguyen@takof.vn](mailto:thao.nguyen@takof.vn)

Phone: upon request