



**DANG THI KIM HIEN**

**SALES REPRESENTATIVE**

☐ 03/02/1998

☐ Female

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☐ Da Nang

## SUMMARIZE MYSELF

- I am a calm person, quickly adapting to new environments, not afraid of difficulties, interested in finding solutions to problems.

## MY OBJECTIVE

- Short-term: Having a stable job, becoming an excellent employee, accumulating more experience, training skills to handle work effectively, accurately and quickly.
- Long-term: Have the opportunity to be a senior employee.

## SKILL

Microsoft office



Negotiation



English



Team - work



## EDUCATION

**Amity Global Business – Singapore**

**2018-2020**

Degree of Business Administration

- Awarding Institution : The University of Northampton, UK
- Teaching Institution : Amity Global Institute Pte Ltd, Singapore
- Classification : Second Class Upper Division with Honours

**Phan Chau Trinh Highschool – DaNang**

**2014 - 2017**

## EXPERIENCES

### **Trung Nam EMS - DaNang**

**03/2020 - Now**

<http://www.trungnamems.com.vn/>

#### ***Purchasing Supervisor***

- Check stock inventory, handle BOM list, and buy goods.
- Prepare a preliminary quote for the project to be quoted.
- Send BOM list file ask supplier price, get online price.
- Follow up the goods, make a purchase plan.
- Find the right product with the right price and the right supplier.
- RFQ, select, evaluate, negotiate prices and test new suppliers.
- Booking goods receipt, all purchasing docs handing over to Finance department to issue invoice to customer and release the money for vendor in due date
- Meet the requirements of customer proactively and professionally in ordering and delivery timely 100%
- Complete chain of procurement activities from receiving purchase request to billing client per expected deadline
- Build and maintain relationships with key vendors and suppliers.
- Create supplier catalogs, cost analysis, and benchmarks to optimize value while minimizing sourcing costs.
- Sort samples from suppliers according to project milestones.

### **Capella Sentosa Resort-Singapore**

**2019-2020**

#### ***Purchasing internship***

- Searching for new suppliers, evaluate suppliers according to company standards.
- Submit the evaluation file to the company's director for review and approval.
- Drafting purchase contracts, assisting the company's director in reviewing and evaluating supply contracts.
- Maintain all supplier evaluation records.
- Monitor and update the official supplier list according to the company's regulations.
- Periodically survey market prices for commodities that frequently fluctuate in price.
- Receive purchase requisitions of parts, clearly define requirements and needs for planning and ordering.
- Carry out ordering procedures for suppliers for fresh vegetables, seafood...
- Program the purchase browser and request advance purchase for other goods.
- Follow up the delivery process for related departments.
- Receive and complete the delivery documents and send them to the accountant.
- Monthly evaluate suppliers, report to the Director on evaluation results and propose appropriate measures to improve purchasing activities.
- Directly go out to buy goods with non-delivery supplier items at the restaurant.
- Weekly report summarizing the items to be purchased from outside and to suggest solutions to improve work, efficiency and save costs.

