



# NGUYEN VAN TINH

**Date of Birth:** 20<sup>th</sup> Dec, 1985 , **Gender:** Male

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## **EDUCATION**

**30<sup>th</sup> Jun, 2011:** Bachelor of Business English (HCMC University of Finance and Marketing)

**31<sup>th</sup> Dec, 2006:** Computer Science (Vietnamese-American Language Union.)

**05<sup>th</sup> Nov, 2011:** International Business Administration (HCMC University of Economics).

## **CAREER OBJECTIVES:**

Getting a position in company to expand my learnings, knowledge and skills in PC and PM

Making a customer satisfaction in supply proper products with fast delivery

Maintaining and developing the clients resource

**Job requirements:** Production Control / Purchasing / Staff Officer...

## **SKILLS AND PERSONALITY:**

Excellent computer skills: Microsoft office, Email, ERP software system...

Easy going and strong communication skills

Independence, team working, self-educated and motivated

## **DESIRED POSITION:**

**Project Management / Production Control / Purchasing supervisor**

## **EXPERIENCE:**

**23th July, 2012 – 2019 Project Management / Production Control Supervisor**

**Doosan Heavy Industries Vietnam – Dung Quat Economic Zone, Quang Ngai, Vietnam**

- Read documents, make the quotation and all job requirement related to project & production line
- Making the general schedule and fabrication detail to meet the commitment delivery date
- Analyze, improve, optimize to efficiently use material, labor, equipment... to finish orders on time, increase productivity, save cost
- Purchase and Control material to avoid any risk for Production team and delivery schedule
- Setting up the Target Budget to minimize the budget volume before starting fabrication
- Forecasting project cost / Publish EAC monthly through ERP system
- Project cost control and project risk management to others
- Progress meeting with clients by discuss and negotiate the manufacturing progress and revise it follow the clients comment.
- Purchase raw material in domestic , Inventory Management, Support to Maintain 5S program and Lean Production
- Make the Project Liquidation / Production norm after finishing project.
- Supporting and Monitoring the export and import material process, products process
- Close cooperation between and open communication with production, maintenance and quality departments as well as other departments in the company
- Co-working with sub-contractor and management them to meet the benefit each other
- Site delivery control and import / export process
- Payment and management sub-contractor to meet the delivery date at the best quality

## **Jul,2009 – Jun,2012 Team Leader Assistant Merchandising**

### **Vifah Wholesale Company – Tan Phu Dist., HCMC**

- Contact to the supplier around USA market and Vietnam domestic Company to get the quotation / price-list and do business with them in advance.
- Communication with Buyer and Seller in almost products such as: Indoor / Outdoor furniture / Lighting / Bed / Rugs, Decorating..
- Direct responsible in price, quality to clients
- Training and support new comers to identify the job requirement.
- Responsible for weekly agenda with Senior Manager and CEO
- Check, Fix all defected products to follow the proper price and make sure the price is best to customers
- Take care the Customer / Clients through Warranty policy and Site Claim if any
- Introduction, consultant any products and responsible in most of customer requirements via email, phone, website
- Check the delivery date, the product warranty and compensation issue

**Onto the above information, I will be responsible for any punishment and assure that all of words are correct with the best my knowledge and education background.**

**Date: 01-Apr-2019**

**Nguyen Van Tinh**