



NGUYEN VAN TINH

Date of Birth: 20th Dec, 1985 , **Gender:** Male

Phone: 0904-246-635 / 0869-013-785

Email: phthomastinh@gmail.com

Address: Nghia Hiep Commune, Tu Nghia District, Quang Ngai, Vietnam

EDUCATION

30th Jun, 2011: Bachelor of Business English (HCMC University of Finance and Marketing)

31th Dec, 2006: Computer Science (Vietnamese-American Language Union.)

05th 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