



TRẦN THỊ HỒNG HẠNH

Purchasing Staff

PERSONAL INFORMATION

Full name : **TRAN THI HONG HANH**
Date of birth : **Oct 27th, 1986**
Place of birth : **Binh Dinh**
Current Address : **No 80/12, Duong Quang Ham Str, Ward 5, Go Vap Dist, HCM City**
Material status : **Married**
Mobile phone : **0169.531.6367**
E-mail : honghanh.tran2710@gmail.com

CAREER OBJECTIVE

- ♦ As a good BA in Bachelor of English, I'd like to work in some fields where I can put my specialist knowledge and ability into practice. In the future, I will strive for high position in my field to be able to promote my ability mostly.
 - ♦ My top goal is always ready to catch all chances for gaining the success in my job. For this aim, I try to improve the knowledge and get rea-life experiences all fields at any time.
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EDUCATION

- ♦ **BA in Bachelor of English - Binh Dinh College (2007 – 2010)**
 - ♦ **Computer Skill: Level A**
 - ♦ **Certification of Business Administration - HCM Economics University (10/9/2011-20/5/2012).**
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EXPERIENCE RECORD

From 20 / 05 / 2016 to present : Bao Cuu Garmemt Co., Ltd

Position : Purchasing Staff

Key charges:

- ♦ Searching for domestic suppliers, getting quotes, negotiating the price suitably and comparing options to have the fit suppliers.
- ♦ Receiving purchase requirements from related departments.
- ♦ Contacting the suppliers to make orders.
- ♦ Preparing contracts and tracking the delivery schedule in to ensure the progress, quantity and quality of orders.
- ♦ Receiving documents and transferring to the accounting department

- ♦ Resolving complaints from related departments in case products have problems.
- ♦ Carrying out full and timely reporting as required by the company.
- ♦ Supporting other tasks as required by manager.

From 2 / 2011 to 12 / 2013

: Transpalma Sport Wear Vietnam Co., Ltd

Position

: Planning Staff

Key charges:

- ♦ Receiving orders from sales, checking orders and feedback time.
- ♦ Contacting the customer about issues relating to the whole production plan of the orders.
- ♦ Planning production details, tracking progress and production results.
- ♦ Ensuring the goods are fully manufactured, according to the plan and requirements of customers.
- ♦ Purchasing some items according to the process and regulations of the company.
- ♦ Reporting productions process of order to supervisor and making planned shipment.
- ♦ Coordinating with other department and dealing with the problem that happened for smoothly production.
- ♦ Coordinating with other departments if necessary.

SKILLS

- ♦ Having ability to use in English well.
- ♦ Using computer skills – MS Word, Excel, Internet.....
- ♦ Organizing and ordering scientifically every thing with a high responsibility.
- ♦ Working in independently and group well.
- ♦ Having good communication and relationship.
- ♦ Being careful, negotiable, honest, interested in knowledge and easy to adapt new environment.

HOBBIES

- ♦ Traveling
- ♦ Reading books
- ♦ Listening to music
- ♦ Learning foreign language

REFERENCES

- ♦ **Mrs. Quy - Bao Cuu Garmemt Co., Ltd**
Position : Human Resources Manager
Phone : 098 580 0708