

**Phan Thi Hieu**

Purchasing Staff/ Merchandiser

Date of birth: 06/06/1987

Sex: Female

Phone number: 0982 346 023

Email: hieu.pt2023@gmail.com/khanhhieu8487@gmail.com

Address: Phuc Loi housing, Uyen Hung commune, Tan Uyen city,  
Binh Duong province

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**CAREER GOALS**

Becoming a professional employee, bring lots of value to customers and the company. Continue to develop yourself, strive to learn more experiences, always learn new things.

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**EDUCATION BACKGROUND**

**2007 - 10/2010**

**School name: Ho Chi Minh City College of Economics**

**Major: Accounting.**

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**EXPERIENCE RECORD**

**1/ From 05/2018 – 03/2024: Ortholite.,Ltd**

**Location: Binh Duong**

**Position: Merchandiser**

**Main job:**

- Receiving and inputting orders into the ERP system.
- Finalize sample orders on ERP and send an email to the relevant department to request sample production.
- Tracking and updating the status of sample orders for domestic customers.
- Coordinating with the production department, and development department to open mold, sample size cutting dies, logo printed heat, sublimation about insoles- Asics brand.
- Consult and confirm the fabric direction, PU type, H/T Logo, Sublimation, and silkscreen printing information for accurate ordering information.
- Urging the production department to keep up the schedule for the shipment.
- Work directly with the sales and costing department in Japan to price products and provide the quotation according to the customer's request such as the new logo design, final sample, fabric.
- Contact purchasing for a fabric quote and associated restrictions on the fabrics.
- Create PI & CI of sample order on ERP system and send it to customers.

- Send shipping list to production department.
- Making sales contract with customers.
- Make monthly debt, monitor debt, urge customers to pay on time.
- Handle exceptions (complaints, delays, claims, deductions, NGs, etc.) from customers, then find action and improvement plans for the customers.
- Support related departments like Kio, Bom, Dev, Tech, Output on product information.
- Other work duties as assigned by superior and management.

**2/ From 05/2015 - 10/2017 : Hai My.,Ltd**

**Location: Binh Duong**

**Position: Purchasing assistant**

**Main job:**

- Put materials for production of Adidas model shoes into the ERP system such as: artificial leather, shoelaces, thread, insoles.
- Handling problems arising during the purchase process with suppliers.
- Update progress, promote timely and prompt delivery.
- Negotiate the price, delivery time and shipping method, payment terms, payment method.
- Making sales contract with suppliers.
- Make weekly reports to the department head.
- Support other departments such as customs declaration documents, debt, development department.
- Other work duties as assigned by superior and management.

**3/ From 07/2010 - 08/2013: Nidec Servo.,Ltd**

**Location : Ho Chi Minh city**

**Position : QA staff**

**Main job:**

- Strictly assess the volume of products in-out and out.
- Checking and monitoring reports of imported and exported goods.
- Training and guiding newcomers on the quality policy.
- Make weekly and monthly reports.
- Attend meetings related to new products, new technical drawings and communicate back to the department.
- Handling and quality control when customers return NG products.
- Manage, allocate and calibrate tools and equipment when necessary.
- Other work duties as assigned by superior and management.

**CERTIFICATE**

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- Office Computing
- Certificate B in English
- Tax declaration certificate

### **PRIZE**

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Excellent employee of Ortholite company 2020

### **SKILLS**

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- Good English communication and writing
- Computer skills – MS Word, Excel, Power Point and Outlook
- Teamwork skills, Working under pressure, Self-motivation
- Problem- solving, responsibility.

### **HOBBIES**

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Listen to music, watching movies, learn Chinese and English

### **REFERENCE PERSON**

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Ms: Trinh Thi Lien – Department superiors Ortholite Co., Ltd

Phone number: 0947.790.645