




# TRẦN NAM PHONG


## Production Controll


### THÔNG TIN LIÊN HỆ

 Male

 09 - 06- 1977

 0983158958

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 60/643 Pham Van Dong, Co  
Nhue, Bac Tu Liem, Ha noi

### TIN HỌC

MS Power  
point 

MS Word 

MS Excel 

MS Outlook 

### TIẾNG ANH

Đọc 

Nghe 

Nói 

Viết 

### HỌC VẤN



1995 - 1999

HANOI TECHNOLOGY OF UNIVERSITY

Ngành học Mechanical

### KINH NGHIỆM LÀM VIỆC



06/2003 - 05/2013

VIETNAM AUTOMOBILE PART

Warehouse Supervisor

- Management operator
- Arranged according to position goods
- Stock spare part and ensuring inventory lever for Manufacturing and mainternance
- Management raw material inputs
- Management finish goods
- Import and Export of goods follow invoice, packing list
- Planning and coordinating with Purchasing and Production Departments to ensure that the incoming goods are received, inspected, entered into systems, stored and dispatched in a timely
- Working closely with the Purchasing department to ensure adequate stock levels and predicting inventory level in thefuture
- Goods packaging
- First in, first out
- Inventory everyday, every month
- Management consumable goods
- Slow moving, fast moving for Manager
- Enter and check data goods import - export
- Report and order items use remain low
- Keep store documents
- Meeting and information with other department to ensuring Import material, spare part
- Make monthly report

## KỸ NĂNG

Giải quyết vấn đề



Thương lượng, đàm phán



Lắng nghe



06/2013 - 2020

### EIWO RUBBER MFG

Production Supervisor

- Management operator
- Directions for operator working follow instruction manual
- Training for operator working in 5S
- Development new product
- To find cause about has broken down and repair method for Product in process line (4M, P-D-C-A circle, Ho ren so)
- Analyze and respond to customer claim
- Management production index such as operating ratio, defect Ratio, productivity
- Working on plan for operator everyday
- Arrange working on shift
- Ensure consumer for production
- Maintenance planning weekly, monthly
- Inventory management
- Meeting with Import, Export section, Stock section about the Input material and output finish goods
- Meeting organization for all production manager about product Defect and solution to repair
- Report for Board of Director about manufacturing situation
- Management of fire protection at factory
- Report and manage environmental related task

Warehouse Supervisor

Management staff

- Arranged according to position goods
- Layout
- Control First in / First out
- Receive purchase order
- Material, finish goods controller
- Stock control
- Input data on software
- Organization packing goods follow customer requirement
- Shipment for customer
- Stamping the packing
- Planning and coordinating with Production departments to Ensure that the quality, quantity
- Use ERP software
- Planning Inventory per 6 months
- ISO 9001:2015 active
- Make monthly report and management review

### SỞ THÍCH

Music

Movie

Sport