

# David Mu

(437) 450-9688 / mybg6mcz@gmail.com / 777 College Manor Dr, Newmarket ON L3Y8S2

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**CAREER OBJECTIVE:** Full stock Developer

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## SUMMARY OF SKILLS AND QUALIFICATIONS

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- 6 years' experience in global sourcing, forecasting, and inventory management
- Fluent in English, Mandarin, and Cantonese
- Strong at strategic planning, supplier development, and contract negotiation
- Good knowledge of supply chain operational procedures and Incoterms
- Ability to quickly build rapport with vendors/suppliers and maintain long-term positive relationships
- Well-developed co-ordination skills; able to interact effectively with people at all levels
- Sound business acumen and analytical skills, proficient with data compilation, analysis, and report
- Excellent time management and prioritization capabilities which greatly improve work efficiency
- Strong organizational skills and self-motivated ability to meet challenges
- Mature thinking, good at writing and expression, strong attention to details
- Proficiency in MS office applications including Word, Excel, PowerPoint, Outlook
- Good knowledge of SAP & ERP

## WORK EXPERIENCE

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**Buyer, Canda Six Fortune Enterprise Co, Ltd Toronto, Canada**

**Apr 2022 - Present**

- Develop profitable purchasing strategies
- Assess supplier profiles and analyze quotations
- Prepare and implement effective negotiation tactics
- Manage relationships with suppliers to maintain quality of products, timely delivery and compliance with terms of contracts
- Analyze and resolve purchasing issues
- Develop new and existing suppliers to meet rapidly changing needs
- Track product sales, create item data and purchase order in ERP
- Work with IP teams, forecast inventory needs, maintaining an in-stock position on products and categories while optimizing inventory turnover.
- Work with QA teams to coordinate suppliers, resolve complaints, label updates, and ensure product quality
- Work with the sales team to develop a broad understanding of consumer trends, competitive and market analysis, and present new items to the sales team

**Operations Manager, Naomi Tour Inc., PEI, Canada**

**Jan 2017 – Apr 2018**

- Promoted business and developed new market for the company via various social media
- Assisted with budgeting and management of tourism products
- Customized travel products according to customers' needs and achieved maximum sales
- Sourced and purchased tourism products
- Developed positive and cooperative relations with major airlines and hotels
- Oversaw the recruitment and training of new employees
- Solved customer issues and successfully met customers' needs through thoughtful communication
- Coached and motivated the sales team to achieve goals and ensure profitability

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**Buyer, Schaeffler Trading (Shanghai) Co.Ltd – Schaeffler Group Shanghai, China**

**Aug 2014 - Jan 2016**

A leading global integrated automotive and industrial supplier

- Implements profitable purchasing strategies and effective negotiation tactics in the assigned area
- Processed purchase orders among cross companies (e.g., Schaeffler Germany and Schaeffler Korea)
- Place PO in SAP according to sales orders and MRP
- Build good relationships with suppliers, coordinate delivery schedules, monitor and resolve issues
- Maintain smooth communication with internal production departments to ensure on-time delivery of goods and ensure quality
- New Supplier search and development to support the Business Unit Purchasing Projects
- Manages and optimizes the supplier portfolio to ensure quality, cost efficiency, and on-time-delivery

**Buyer, Hong Kong Hope Enterprise Co., Ltd., China**

**Sep 2009 - June 2014**

The company mainly exports light industrial products

- Maintain a good relationship with key suppliers, develop potential suppliers, and reduce risks in the supply chain
- Participate in regular meetings with suppliers
- Negotiated the best quotation and delivery terms with suppliers according to the requirements of sales orders and production
- Identified and assessed the reputation, quality and scale of suppliers and freight forwarders to ensure their services are reliable and most cost-effective
- Negotiated and signed purchase agreements with suppliers
- Process order applications, track orders and update order status in a timely manner
- Maintain good relationships with freight forwarders, arrange shipments and maintain proper inventory levels
- Assisted Quality Inspection Dept. to check product quality and track product test results
- Coordinated and resolved supply quality and delivery time issues in the procurement process
- Kept abreast of product market prices and changes in market conditions to reduce procurement costs
- Supported the finance department to resolve payments, out-of-stocks, and invoicing issues

**Operations Manager, Henan Universal Travel Agency, China**

**May 2003 – July 2009**

- Sourced and finalized suppliers including hotels, bus companies, ticketing agents, etc. for the company
- Responsible for the overall business operation and management of the company
- Organized market research and analyzed information to strategize
- Prepared the company's business plan and development plan
- Set up marketing plan and managed marketing channels
- Responsible for hosting large-scale conferences and competitions with more than 1,000 people for many times
- The company has repeatedly won the title of the best travel agency in Henan Province, China

## ⚙ EDUCATION

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| • <b>APICS - Certified Supply Chain Professional (CSCP) Certification</b>        | <b>Currently Pursuing</b>  |
| • <b>Ontario College Diploma in Supply Chain &amp; Operations (GPA 4.10/4.5)</b> | <b>Sep 2020 – Dec 2021</b> |
| • <b>Centennial College, Toronto, ON</b>   |                            |
| • <b>Bachelor's Degree in Tourism Management</b>                                 | <b>Sep 1996 - Jul 1999</b> |
| • <b>Tianjin Nankai University, China</b>  |                            |

**REFERENCES AVAILABLE UPON REQUEST**

