

PROFESSIONAL

- Familiar with C#, Java, and SQL programming languages.
- Proficient in using ERP, SAP, and Office software applications.
- Experienced in supply chain management, sales data analysis, contract execution, and logistics.

EDUCATION

- Software Engineering Technology (fast-track), College Program, Diploma, Centennial College, Canada, May 2023~
- International Trade, Undergraduate Program, Bachelor, University of International Business and Economics, China, 2004~2009
- Computer and Application, College Program, Diploma, Peaking University, China, 1999~2004

WORK EXPERIENCE

Senior Business Specialist in Sales Support Team---China National Building Material Technology Corporation Ltd., 2011~2022

- Coordinated with legal and risk control departments to assess contract terms and mitigate potential risks.
- Reviewed sales contracts and ensure compliance with company policies and profitability.
- Executed contracts, managing account receivables, issuing invoices, and coordinating logistics for goods delivery and services team for installation of software and devices.
- Purchased goods and services for special projects.
- Collected and archived original contract documents.
- Communicated effectively with sales representatives and customers.
- Collaborated with the accounting department to facilitate monthly closing.
- Conducted training sessions for new employees.
- Analyzed sales data by using SAP software.
- Coordinated with the IT department to optimize contract execution processes and improve efficiency.