

Chun Kit Li

Toronto, ON M2M 0A5

jasonckl1994@gmail.com

+1 437 982 2918

I am an international student seeking part time work opportunity.

Before coming to Canada, I obtained a bachelor degree in Economics and worked in a bank for more than 4 years.

I currently study computer programming. In my free time, I enjoy playing badminton, squash and also exploring new things.

Personal Details

Highest Level of Education: Bachelor's Degree

Total years of experience: 4

Work Experience

Deputy Corporate Service Manager (Procurement)

Bank of China (Hong Kong) Limited - Hong Kong

July 2017 to January 2022

- Conduct analysis on latest market information in various kinds of categories of services, including but not limited to courier, cleaning, guarding, cash in transit, travel management, insurance, event management, consultancy, catering, manpower supply.
- Prepare tender document, handle tender clarification and evaluation, negotiation with suppliers on the pricing and other commercial terms, prepare award recommendation, and support contract administration, etc.
- Develop procurement strategy and service level agreement (SLA) with key stakeholders for the above-mentioned commodities.
- Manage suppliers' relationship, evaluate and monitor suppliers' performance, source new suppliers and services from time to time
- Review / update the related procedures and management reporting regularly

Education

DCS / DEC in Computer Programming

Seneca College - Toronto, ON

May 2022 to Present

Bachelor's Degree in Economics

The Chinese University of Hong Kong - Hong Kong

September 2013 to July 2017

Skills

- Microsoft Office
- Project Management
- Stata
- Google Docs
- Communication skills
- Filing
- C
- C++
- SQL

Languages

- English - Fluent
- Mandarin - Fluent
- Cantonese - Advanced